



Montessori |
Teacher | Academy

CATALOG

June 1, 2017 – July 31, 2018

MONTESSORI TEACHER ACADEMY

32920 Pacific Coast Hwy. Dana Point CA 92629

Phone 949-240-3344 Fax 949-429-3103

www.montessorita.com

montessorita@gmail.com

MISSION STATEMENT

Montessori Teacher Academy is dedicated to prepare adult students to meet the needs of the child 2 ½ through 6 years old through Montessori education.

NON-DISCRIMINATION STATEMENT

Montessori Teacher Academy does not discriminate on the basis of political affiliation, age, ancestry, color, marital status, disability, native origin, race, religion, gender, gender expression, or sexual orientation.

CALIFORNIA STATE CATALOG FOR TEACHER EDUCATION

APPROVAL DISCLOSURE STATEMENT	3
MISSION/STATEMENT OF PURPOSE.....	3
MONTESSORI TEACHER TRAINING	3
PHILOSOPHY	3
OBJECTIVES OF THE TRAINING COURSE	4
FACULTY	4
FACILITY	4
ADMISSION REQUIREMENTS.....	5
CREDITS OFFERED/ACCEPTANCE OF CREDITS.....	5
COURSE OVERVIEW.....	6
GRADING SYSTEM/STUDENT ACHIEVEMENT	7
COURSE DESCRIPTIONS.....	7
BASIC TEXTBOOKS FOR THE COURSE	10
SCHEDULE.....	11
PRE-ADMISSION EVALUATION	11
ATTENDANCE	11
MAKE-UP WORK.....	11
DISMISSAL / GRIEVANCE POLICY	12
DROP-OUT POLICY	12
LEAVE OF ABSENCE	12
CODE OF CONDUCT.....	13
GRADUATION.....	13
HOMEWORK.....	13
LICENSE	13
PLACEMENT SERVICES AND ASSISTANCE	13
STUDENT SERVICES	13
STUDENT HOUSING	13
LENDING LIBRARY	14
DISTANCE EDUCATION	14
FOREIGN STUDENTS	14
TUITION FEES AND CHARGES	14
PAYMENT OF TUITION	14
FEDERAL AND STATE FINANCIAL AID PROGRAMS	15
LOANS.....	15
BANKRUPTCY.....	15
LATE FEES.....	15
OTHER EXPENSES.....	15
REFUND POLICY.....	15
RIGHT TO WITHHOLD TRANSCRIPTS	15
TRUTH IN ADVERTISEMENT POLICY	16
CONFIDENTIALITY	16
CANCELLATION OF AGREEMENT	16
WITHDRAWAL FROM THE COURSE.....	16
REFUND TABLE	17
NOTICE OF STUDENTS RIGHTS	18
NOTICE OF CANCELLATION	18
STUDENT TUITION RECOVERY FUND.....	19
NOTICE CONCERNING TRANSFERABILITY OF CREDITS	19
QUESTIONS.....	20
TO PROSPECTIVE STUDENTS.....	20

SCHOOL CATALOG

MONTESSORI TEACHER ACADEMY

32920 Pacific Coast Highway ☽ Dana Point ☽ CA ☽ 92629

949 – 240-3344

APPROVAL DISCLOSURE STATEMENT

Montessori Teacher Academy (#3100511), 32920 Pacific Coast Highway, Dana Point, California, is a private institution with approval to operate pursuant to the California Bureau for Private Postsecondary Education Act of 2009 (CEC) and Title 5 of the California Code of Regulations (5CCR). The BPPE's approval means that the institution and its operation comply with the standards established under the law for occupational instruction by private postsecondary educational institutions. Institutional approval must be re-approved every five years and is subject to continuing review.

California statute requires that a student, who successfully completes a course of study, be awarded and appropriate certificate verifying the fact.

MISSION / STATEMENT OF PURPOSE

Montessori Teacher Academy Teacher Education Program is dedicated to preparing students to meet the needs of the child 2 ½ through 6 years old in the Montessori method of education.

MONTESSORI TEACHER TRAINING

Montessori Teacher Academy has been established to offer Teacher Training Programs for adults and to provide qualified lectures on Montessori Education.

The Montessori Teacher Academy program prepares men and women to teach children between the ages of two and six, guiding them in their educational, social, and emotional development. Leading to a Certificate in the Montessori Method of Education, this intensive, twelve-month course of study utilizes the didactic materials developed by Maria Montessori and follows the philosophical approach to education and life outlined in her writings.

PHILOSOPHY

Montessori Teacher Academy has developed a program dedicated to train individuals wishing to become Montessori teachers in the fundamental principles upon which Maria Montessori based her philosophy. Our goal is to entice a love for knowledge of the Montessori Method, as well as a love for the children.

- We respect every individual freedom of choice as well as their individual process of development.
- We strongly request an active participation of the student, by means of practice with the apparatus, completion of written assignments, material making, illustration of the manuals, and practical final examination.
- We wish to provide an atmosphere of inspiration, helpfulness, sincerity, respect, and positive cooperation among all the individuals enrolled in the program.

OBJECTIVES OF THE TRAINING COURSE

- The student will be able to demonstrate knowledge of Montessori Philosophy, Theory and Methodology.
- The student will be able to demonstrate basic knowledge in Child Development and Early Childhood Education.
- The student will be able to demonstrate practical ability in implementing the Montessori Philosophy and Methods.
- The student will have the knowledge and skills needed to work with the individual needs of children.
- The student will become part of a "team" in a school and will learn how to work well with co-workers and with the administration of the school.
- The student will demonstrate love for children and for the Montessori Method.
- The student will be able to lead a Montessori Primary Classroom for children 2 ½ through 6 years of age.

FACULTY

Paloma Johnston holds a Bachelor of Arts in Education with a major in Psychology from the *Universidad Autonoma de Madrid* in Spain. She received her Montessori Early Childhood Certificate from Montessori of Orange Teacher Training Center (NCME) and her Montessori Elementary Certificate from the Montessori Teacher College of San Diego (AMS), both in California. She has taught pre-school and elementary children for over twenty-five years as well as instructing Montessori Philosophy and Methodology to adults. In addition, Ms. Johnston has served as a member of the Board of Directors for the National Center for Montessori Education (NCME), as a commissioner for the Montessori School Accreditation Commission (MSAC) and the American Montessori Society's School Accreditation Commission (AMS) and is currently the vice-chair of AMS's Teacher Education Action Commission.

Lanie Carlos holds a Bachelor of Science in Administration. Ms. Carlos is Montessori Credentialed at Early Childhood (NCME) and Elementary I (AMS) levels. She is currently leading the elementary classroom at Monarch Bay Montessori Academy in Dana Point, California. She is a Montessori Instructor of Academic and Cultural areas.

Margaret Riley holds an Early Childhood Montessori Credential and has taught for over 20 years. Currently she is the Head Teacher of an Early Childhood classroom at Montessori on the Lake in Lake Forest, California. Ms. Riley is an instructor of Cultural subjects.

Emma Johnston holds a Bachelor of Arts in Political Science and a Masters in Leadership Development. She is Montessori Credentialed at the Early Childhood Level (AMS). She is currently an administrator at Monarch Bay Montessori Academy in Dana Point, California. Ms. Johnston presents Leadership Workshops as well as instruct academic curriculum areas.

FACILITY

Montessori Teacher Academy uses the facilities of Monarch Bay Montessori Academy as its instruction site. Monarch Bay Montessori Academy is located at 32920 Pacific Coast Highway in the city of Dana Point, California. The facility is a fully equipped and staffed school for children 2 ½ through 9 years of age. During the summer session a regular classroom is set up as a training classroom where the students meet for presentation of lessons, lectures and supervised practice. A complete set of materials is available for the use of the students.

Prospective enrollees are encouraged to visit the physical facilities of the school and to discuss their personal educational and occupational plans with school personnel prior to enrolling or signing enrollment agreements.

This institution, the facilities it occupies, and the equipment it utilizes fully comply with any and all federal, state, and local ordinances and regulations, including those requirements as to fire, safety, building and health.

ADMISSION REQUIREMENTS

Montessori Teacher Academy is open to all persons who are at least 18 years of age and able to benefit from the instruction offered. It is preferred that the applicant has some previous experience with young children. The student enrolls in one of the three types of credentials depending on current level of education:

AMS Early Childhood Credential

- Bachelors Degree from an accredited 4-year College/University, verified by official transcripts.

AMS Early Childhood Associate Credential

- High school graduation or its equivalent verified by official transcript.

AMS International Early Childhood Credential

- Bachelors Degree from an international institution verified by official transcripts.

Additional requirements for all Credentials:

- Completed application.
- Three letters of recommendation (2 professional and 1 personal).
- 350-word essay which states how and when the individual was first introduced to Montessori, shows current basic knowledge of the Montessori Method of Education, explains the reasons for the applicant's desire to enroll in the program, as well as future goals.
- Copies of other credentials (if applicable)
- \$ 250 registration fee (non-refundable).

CREDITS OFFERED

Montessori Teacher Academy graduates receive E.C.E. units of credit (non-transferable) from this institution in the form of an official transcript. These units meet the requirement as specified in Title XXII of the California Code of Regulations and are accepted by the State of California, Department of Social Services.

ACCEPTANCE OF CREDITS

Montessori Teacher Academy does not award credit for prior experiential learning at other institutions.

Montessori Teacher Academy has not entered into an articulation or transfer agreement with a college or university.

STUDENT RECORDS

Student records will remain on site for five years. Student Transcripts will be kept permanently.

ACCREDITATION

Montessori Teacher Academy is affiliated by the American Montessori Society, AMS (www.amshq.org) and accredited by the Montessori Accreditation Council for Teacher Education, MACTE (www.macte.org).

COURSE OVERVIEW

This Catalog is designed to familiarize the student with various aspects and requirements of the program.

The Montessori Teacher Academy Teacher Education Program is a twelve-month program divided into the following courses:

ORIENTATION: Prior to enrollment students begin with an initial orientation.

COURSE COMPONENT I: INDEPENDENT STUDY

- Specific reading assignments from required Montessori texts in Principles and Philosophy.
- Observations in a Montessori classroom.

COURSE COMPONENT II: ACADEMIC WORKSHOP IN THE TRAINING CENTER

Lectures on:

- Montessori Principles and Philosophy 32 hours
- Child Development, Child, Family and Community 32 hours
- Early Childhood Observation 30 hours

Presentation on Montessori Materials in:

- Practical Life Curriculum 32 hours
- Sensorial Curriculum 32 hours
- Math Curriculum 32 hours
- Language Curriculum..... 32 hours
- Science/Social Studies..... 44 hours
- Classroom Leadership 34 hours
- TOTAL 300 hours

COURSE COMPONENT III: PRACTICUM IN A MONTESSORI SCHOOL

The internship period provides the student the opportunity to fully experience what is involved in being a Montessori Teacher in a classroom from a practical viewpoint. The practicum period will go from September through June.

During the practicum the student will:

- Work a minimum of 540 hours as a Montessori teacher assistant under the supervision of a Master teacher. These hours will be scheduled a minimum of 4 hours a day, 5 days a week, for 9 months.
- Attend scheduled Theory meetings.
- Attend scheduled Cultural Subject Workshops.
- Make 9 observations in Montessori classrooms.
- Prepare and personalize the Albums.
- Be evaluated by the supervising teacher.
- Be observed and evaluated by the trainers.

COURSE COMPONENT IV: EVALUATION

The students are evaluated to determine competency in understanding of the Montessori philosophy and principles and use of the Montessori materials.

Requirements for evaluation process:

- Successful completion of all written assignments.
- Completion of all reading assignments.
- Completion of all observations and written reports.
- Passing grades on all quizzes and mock exams.

Evaluation will begin when the student has completed all of the above requirements.

Evaluation consists of:

- Oral examination on use of Montessori materials.
- Written examination on Montessori principles, philosophy and materials.
- Presentation of Albums.

Upon successful completion of all requirements, the student is awarded the Montessori Teacher Academy (AMS) Montessori Early Childhood Credential.

STUDENT ACHIEVEMENT/GRADING SYSTEM

Student performance and achievement will be assessed based on: attendance to classes and workshops, student's participation in classroom discussions and activities, quality completion of written assignments, performance on written and practical examinations, portfolio assessment, and practicum evaluations by instructors and supervising teacher.

The Grading System is as follows:

<u>Letter Grades:</u>		<u>Grades by points:</u>	
A 90–100	Excellent	E 120-150 points	Excellent
B 80–89	Above Average	S 90-119 points	Satisfactory
C 70–79	Average	U 89 or below	Unsatisfactory
D 60–69	Below Average		
F 50–59	Unsatisfactory		
I < 50	Incomplete		

COURSE DESCRIPTIONS

Course begins on a rotational basis, twice a year. The summer course is held daily for four weeks, from 12:00 to 6:00 pm plus an hour of practice (lab). The winter course meets on Tuesdays from 6:00 to 9:00 pm, and on occasional Saturdays for review and testing. The Montessori Teacher Academy offers the following courses:

MONTESSORI PRINCIPLES AND PHILOSOPHY

Component Hours: 32 contact hours, 100 hours Independent Study, 3 units equivalent

Through a series of readings, lectures, class discussion, writing assignments, and evaluations this course component will discuss Maria Montessori's life, the beginning of the Montessori Method as developed by Maria Montessori in the early 1900's, its growth over the years, and the specifics of the Montessori Philosophy (i.e., absorbent mind, sensitive periods, logical-mathematical mind, spiritual and moral development of the child, etc.). It will also look at how the Montessori principles, materials, teacher, and environment relate to and respect the developing child from birth through 6 years.

CHILD DEVELOPMENT, CHILD, FAMILY, AND COMMUNITY

Component Hours: 32 contact hours, 100 hours Independent Study, 3 units equivalent

This section consists of a series of lessons dealing with the development patterns of young children. The major emphasis is on the intellectual and emotional development of children during the first six years of life. Major topics covered in this course component are the writings and philosophies of past and current theorists; current trends in family dynamics; and local community resources.

This section also looks at the interactions among children, family, school, peers, media, and community, with an emphasis on ethnic diversity, social class, gender roles, and their impact on behavior, values, morals, and attitudes.

EARLY CHILDHOOD OBSERVATION

Component Hours: 30 contact hours, 50 hours Independent Study, 3 units equivalent

This course component provides a framework for observation and reflection that promotes connections between theory and practice. The Observation component will help develop skills using direct observation as a primary tool for studying children and as an aid in developing teaching strategies tailored to individual needs and classroom dynamics. This course component requires independent study of a minimum of three 3-hour observations before the Internship begins. Six (6) additional 3-hour observations are completed during the Internship program. Additional hours are spent on observation of individual children. Observation techniques will be studied during the contact hours. Observation reports provide students with the preparation and practice for accurate, objective observation of children.

PRACTICAL LIFE / DAILY LIVING

Component Hours: 32 contact hours, 20 hours Independent Study, 3 units equivalent

In the Montessori classroom, young children are usually drawn first to the Daily Living /Practical Life area because these materials are most familiar to them. The exercises have objects and materials normally encountered in everyday living experiences such as cleaning, pouring, dressing, and polishing. The exercises of Practical Life/Daily Living fall into five major categories: Care of the Self; Care of the Environment; Grace and Courtesy; Control of Movement; and Food Preparation. Children need to master these fundamental exercises to live comfortably in the real adult world. These activities help the child develop coordination, concentration, a sense of personal independence, and a sense of order. Along with presenting the philosophy and rationale of the Practical Life /Daily Living area, this component covers information and lessons on classroom guidelines, courtesy, control of movement, care of the person, care of the environment, and food.

SENSORIAL

Component Hours: 32 contact hours, 20 hours Independent Study, 3 units equivalent

The sensorial area consists of materials that educate and refine the children's senses. The child learns to recognize similarities and differences; to discriminate between similar objects; to grade similar objects. This is important for later mastery of tasks involving math and language. The primary purpose of the Sensorial exercises is not that their correct usage be mastered, but rather that "the child train himself to observe; that he be led to make comparisons between objects, to form judgments, to reason and to decide." (Dr. Maria Montessori - Dr. Montessori's Own Handbook)

The Sensorial materials are designed to simplify learning and awareness of the environment by: isolating the difficulty or quality to be discriminated; isolating the senses; encouraging mastery through repetition; possessing self-correction; and presenting an attractive appearance to the child. Children develop the organization and patterning skills that are inherent in math and language concepts.

This course component includes the philosophy and rationale of the Sensorial area and presentation of the sensorial materials aiding the development and refinement of the senses.

EARLY CHILDHOOD MATHEMATICS

Component Hours: 32 contact hours, 20 hours Independent Study, 3 units equivalent

Montessori believed that a child's mind was mathematical and based on the order and perceptual awareness found in the development of the senses. The acquisition of mathematical principles is seen as developing logically from concrete to abstract and simple to complex. The child that has mastered the basic concepts involved with the Practical Life and Sensorial materials progresses

naturally to the beginning Math activities. This course component covers the Philosophy and rationale of the Montessori curriculum Math area and presentation of the Montessori math materials that aid in the development of Mathematical concepts and skills: introduction to numbers, counting, the decimal system, the four basic operations of the decimal system, memorization of facts, and fractions.

EARLY CHILDHOOD LANGUAGE ARTS

Component Hours: 32 contact hours, 20 hours Independent Study, 3 units equivalent

Language development is of prime importance in the early childhood years. The Language Arts course component covers the philosophy and rationale of the Language area and its materials. Major topics covered are the materials and exercises that foster receptive and expressive language experiences, visual and auditory perceptual experiences, vocabulary development and enrichment along with reading and writing development: pre-writing exercises: metal insets, small muscles exercises; vocabulary cards, story reading, letter recognition games, sequencing activities, etc.; early writing exercises: tracing and writing individual letters; early reading exercises: sounds of individual letters, moveable alphabet to form words, object or picture classification to isolate individual vowel and consonant sounds; non phonetic words; blends; diagraphs; long vowel patterns; reading as a tool: word definition cards; grammar: noun, verb, adjective; writing simple sentences; writing poetry; and writing descriptions. Students will also learn skills in reading books to children using expression, intonation, inquiry and prediction.

SCIENCE / SOCIAL STUDIES

Component Hours: 44 contact hours, 20 hours Independent Study, 3 units equivalent

Along with the four main areas of the Montessori environment there are numerous other materials and activities available to the children. Maria Montessori believed that the classroom was a prepared environment for the development of the whole child. Therefore, areas such as art, music, science, geography, living animals and plants are to be included for the child. The role of the teacher is to expand the child's awareness. With careful preparation many new ideas and materials can be harmonized with the environment.

Physical and Life Science: Montessori's theory of the interrelated curriculum joins biology, history, science, and geography as holistic "Cosmic Education". Activities are demonstrated that focus on the characteristics, parts, and classification of plants and animals as well as simple science experiments that children can do independently. Students will become familiar with the Montessori presentations in these subject areas as they relate to contemporary educational thought.

Social Studies: Montessori's theory of the interrelated curriculum joins biology, history, science, and geography as holistic "Cosmic Education". History, geography are explored in this course component under the general category of Social Studies. Students will become familiar with the Montessori presentations in these subject areas through study of globes, landforms, puzzle maps, flags, timelines, and the concept of time.

Art: The art component links Montessori concepts with the creative arts using materials available in schools. The course component highlights various media, line and spatial concepts along with art history. This program utilizes a process-based approach.

Music and Movement: Music and Movement are demonstrated that are appropriate for children ages three to six. The course component emphasizes body awareness and line activities, finger plays, and action games, components of musical form, music appreciation exercises, along with standard Montessori Music materials.

CLASSROOM LEADERSHIP / ENVIRONMENTAL DESIGN

Component Hours: 34 contact hours, 20 hours Independent Study, 3 units equivalent

This course component covers strategies of classroom leadership that gain the child's confidence, cooperation and attention, thereby helping to develop a pattern of respect for authority. Environmental design techniques that can be applied to the physical environment and their application to classroom management are also discussed.

Classroom Leadership is a vital part of any good teacher Education Course. To be an effective and successful teacher, techniques in communication with the individual child, a small group of children and the entire class must be learned; along with skill at evaluating the roll the environment is playing in the child's behavior must be evaluated.

Beginning classrooms must be brought from the un-normalized condition to normalization by the teacher's careful direction and guidance. Un-normalized children do not spontaneously discover constructive work in the environment, but must be drawn to the work by the teacher's careful preparation and planning.

EARLY CHILDHOOD PRACTICUM

Component Hours: a minimum of 540 contact hours, 60 hours Independent Study, 6 units equivalent

The function of the Practicum Phase is to provide the trainee with the opportunity for personal and practical experiences in a teaching/learning experience as an Early Childhood Montessori teacher with children ages 2 ½ through 6 year age. It also provides a period of observation, internalization, and further study, to bring together the theory and practice of Montessori education. This course is intended to allow the student time to experiment with teaching the cosmic lessons, develop new curriculum materials, as well as manage the daily routines of an early childhood classroom. The environment must be prepared with materials and modes of activities that respond to the developmental and varied needs and interests of the Early Childhood student. It is the trainee's responsibility to procure an Early Childhood Practicum teaching placement in an approved Montessori school, which agrees to cooperate with the Montessori Teacher Training Center in all matters relating to the practicum.

BASIC TEXTBOOKS FOR THE COURSE

Standing, E.M. - *Maria Montessori: Her Life and Work.*

Montessori, Maria - *The Montessori Method.*

Lillard, Paula Polk - *Montessori, A Modern Approach.*

Montessori, Maria - *The Absorbent Mind.*

Montessori, Maria - *Dr. Montessori's Own Handbook.*

Montessori, Maria - *The Secret of Childhood.*

Montessori, Maria - *The Discovery of the Child.*

- *INTRODUCTORY MEETING*: Philosophy and Four Areas of Study. Individually scheduled, call the Academy to make an appointment.
- *ACADEMIC WORKSHOP*: Four Areas of Study. June 5 through June 30, 2017 from 12:00 to 6:00 p.m. plus 1 hour of practice.
- *PRACTICUM*: September 2017 through June 2018.
- *THEORY MEETINGS AND CULTURAL SUBJECTS WORKSHOPS* Every Tuesday of each month during the 10 interim months, September through June, from 6:00 to 9:00 p.m. and additional Saturdays as scheduled.
- *REVIEW AND TESTING*: Occasional Saturdays during the ten interim months.

PRE-ADMISSION EVALUATION

Admission is open to men and women 18 years of age and older of any religion or ethnic origin. A High School Diploma or equivalent is required. The student will have a personal interview with the Director of the program prior to enrollment. During the interview the applicant will complete a written paragraph on the student's interest in Montessori Education. At this time and to the discretion of the Program Director, an Adult Basic Skills Assessment (TABE, McGraw-Hill) might be administered. The test will be hand-scored by the Director of the Program.

If the student does not meet the admission's criteria, Montessori Teacher Academy agrees to council the applicant on the disadvantages as well as the advantages of proceeding with the course.

This institution does not provide instruction in any language other than English.

ATTENDANCE

State Law requires that attendance be kept. Due to the intensive nature of the course, regular attendance is essential. Absences must be justified. The Academy strongly advises that all efforts be made to have a perfect attendance record. Students are allowed one excused absence during Course II. Attendance at all workshops is mandatory. Please be advised that each workshop is conducted once a year, a missed workshop will have to be made-up before Certification process can start. A maximum of 2 absences in theory lectures is allowed.

Class will start promptly. Repeated tardiness will be counted as absences. Absences exceeding the above guidelines are cause for dismissal from the Course.

MAKE-UP WORK

Students are responsible for attending all the course hours. In the event of an absence, a record is made of the hours missed by the student. The student must arrange with the instructor to complete make-up work.

If a student misses more than 10% of a course component due to absences or tardiness, she will meet with the Director to design an academic plan to make-up missed content and hours.

DISMISSAL/PROBATION/GRIEVANCE POLICY/STUDENT RIGHTS

It is the policy of the training program to assist students having difficulties whenever possible. However, there may be times when a student elects not to follow the principles of the program. If a student is having continuous unresolved problems, the Director of the Academy will send a letter to the student notifying her of the problem and a time limit for remediation of the problem. Failure to satisfactorily comply by the student may then be grounds for dismissal.

If a student does not comply with the instructions of the letter during the time allotted, the student would be asked to withdraw from the program.

Grounds for **dismissal** include:

- o Excess of 10% of unexcused absences.
- o Failure to complete assigned projects and assignments when due.
- o Continuous unsatisfactory progress towards the objectives of the training program as evaluated by the Academy.

Students who have been dismissed may be readmitted based upon the discretion of the Director of the Academy.

The Academy supports a commitment to integrity and ethical practices on the part of all participants. In case of **conflict** the procedure is as follows:

The student contacts in sequence:

1. The Instructor;
2. The Training Center's Administrator;
3. The Training Center's Director;
4. The AMS TEC Problem Solving Committee;
5. MACTE

A student has the right to lodge a complaint by communicating orally or in writing to any instructor or administrator. A complaint that is not resolved after an initial verbal contact should then be stated in writing. Once a complaint is submitted to the Director of the Academy, an arbitration committee is appointed. The committee consists of the Director, a Staff Member, a Student Representative, and a Practicum Site Administrator.

When a student complains in writing, the Institution will provide the student with a written response within ten days of receiving the complaint.

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

If the adult learner feels the committee has not resolved the complaint, the adult learner may submit a written complaint within thirty days after the committee decision to:

AMS Office of Teacher Education
116 East 16th Street, Fl. 6,
New York, NY 10003
p. 212.358.1250 f. 212.358.1256

MACTE Office
420 Park Street,
Charlottesville, Virginia 22902
p. 434.202.7793 f. 888.525.883

DROP-OUT POLICY

The student has the right to withdraw or drop-out of the course at anytime. If the student withdraws from the course after the period allowed for cancellation of the Enrollment Agreement, a refund will be remitted as stated in such Enrollment Agreement.

LEAVE OF ABSENCE

A student may take a "Leave of Absence" when written notification has been submitted to the Director of the program. The student may re-join the course and resume paying tuition at the discretion of the Director. The student may be asked to audit all or parts of the course before new instruction may begin.

CODE OF CONDUCT

Students are expected to conduct themselves with dignity and respect for faculty and staff of the training program, supervising teachers, administrators and other staff as well as in their internship sites. They are also to be aware at all times that it is a privilege to be working with children and are to treat the children and individuals who allow them this privilege with great respect.

GRADUATION

Requirements for graduation involve the successful completion of all assigned work and examinations as determined by the Director of the Academy. A Montessori Teacher Certificate from the American Montessori Society will be awarded to students upon completion of all course requirements.

HOMEWORK

The student should plan a minimum of 2 hours of homework per day during the Academic Workshop. This time will be divided between hands-on practice with the Montessori materials and the reviewing of lecture notes.

LICENSE

Upon graduation, the students will receive the AMS Early Childhood Montessori Credential. The candidate for an **AMS Early Childhood Credential** holds a minimum of a Bachelor's degree from an accredited U.S. institution. An **AMS Associate Early Childhood Credential** is awarded to a student with a minimum of a High School Diploma or its equivalent, but does not have a Bachelor's degree from an accredited U.S. institution. Candidates for an AMS Associate Early Childhood Credential must complete all requirements for the program in which they are enrolled, and may not represent themselves as holding an Early Childhood credential. An **International Early Childhood Credential** may be awarded to international students who do not hold a Bachelor's degree from an accredited U.S. institution, but hold a Bachelor's degree from an international institution.

PLACEMENT SERVICES AND ASSISTANCE

Many schools contact the Academy for prospective teachers. The staff will provide all information known regarding job openings in the area. Such information will be posted on the training bulletin board and the "Placement Opportunities Binder" kept in the main office. No guarantee for employment can be made, as the Academy does not offer placement assistance.

The Academy has available upon request the latest 'AMS Compensation and Benefits Survey' as well as information regarding the average salary earned by its graduates upon placement.

STUDENT SERVICES

Montessori Teacher Academy Directors, Instructors, Practicum Coordinators and Field Consultants provide academic advising and counseling to students as needed.

Montessori Teacher Academy does not offer any health care services, but does maintain a listing of emergency numbers and local hospitals.

STUDENT HOUSING

Montessori Teacher Academy is a 'non-residential' program; this institution provides no dormitory facilities under its control. This institution is not responsible to find or assist a student in finding housing.

For informational purposes only, this institution has compiled a list of nearby hotels showing location (within a five-mile radius) and cost (ranging from \$100-\$500 per night); this information is available to students upon request. Rental properties in surrounding areas range from \$1,900 to \$2,500 (1 to 2 bedrooms).

LENDING LIBRARY

To supplement educational reading available at local libraries, Montessori Teacher Academy has an extensive collection of books and journals for the student's use. The library is available to students during class hours; students may sign-out books/journals on-site during the academic workshop of the program. In addition, students may borrow a book/journal for at-home review. **'Request to Borrow a Book'** forms are available from the director of the program as well as from the instructors.

If students need to check-out a book/journal, they would:

- Complete the RBB form and return it to the director.
- The director will make the book available on the next scheduled class unless otherwise requested.
- To allow access to all students, books/journals will be borrowed for a maximum of two weeks.

DISTANCE EDUCATION

Montessori Teacher Academy does not offer the program in its integrity or part of it in distance education form.

FOREIGN STUDENTS

Montessori Teacher Academy does not offer instruction in any language other than English. This institution does not offer English language services. Potential students should have enough English proficiency to benefit from the program; it is to the discretion of the program to require the student to take the Test of English as Foreign Language (TOEFL). This institution does not provide visa services.

TUITION FEES AND CHARGES

Registration Fee	\$ 250.00	Non-refundable
Tuition	\$ 4,350.00	
Equipment	\$ 250.00	
Association & Credential Fee	\$ 386.00	Non-refundable
Student Tuition recovery Fund	\$ 0.00	(0.00 per each \$1,000 of tuition) Non-refundable
TOTAL Amount to be paid	<u>\$ 5,236.00</u>	

PAYMENT OF TUITION

Prospective students should have an informational meeting with the Training Director.

REGISTRATION FEE: After a personal interview with the Training Director, the student will return the completed application together with a registration fee of \$250. Payment must be received on or before May 15, 2017.

ACADEMIC WORKSHOP/SUMMER TUITION FEE: A Payment of \$2,800 is due on or before June 1, 2017.

PRACTICUM/WINTER TUITION FEE: A payment of \$1,500 is due on September 1, 2017. Arrangements can be made to pay this fee in ten monthly installments of \$150 each. The installments are due on the first of each month, starting on September 1, 2017, and ending on June 1, 2018, payment must be received by the first of each month.

STRF AND ASSOCIATION & CREDENTIAL FEE: A \$386.00 fee (\$386.00 AMS & MACTE) is due on June 1, 2017.

CERTIFICATION: Upon completion of ALL the Course requirements the student will apply for a certification and will pay a \$300 certification fee. All payments must be made before the Academy can issue the Montessori Certificate.

FEDERAL AND STATE FINANCIAL AID PROGRAMS

The Montessori Teacher Academy does not participate in Federal and/or State Financial Aid programs. This institution currently does not have available sponsored programs, government or otherwise, to provide grants or to pay for portions of tuition's fees.

LOANS

If a student obtains a loan, to pay for this educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student receives federal student financial aid funds, the student is entitled to a refund of the money not paid from federal financial aid funds.

BANKRUPTCY

This institution does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has never filed a petition, or has ever had a petition in bankruptcy filed against it. This institution has never filed a Bankruptcy petition or had a petition filed against it that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code.

LATE FEES

All payments are due on the first day of the scheduled due month. A 10% late fee will be charged to the student's account if payment does not reach the Academy by the tenth day of the due month. Students with delinquent accounts will not be allowed to attend classes until the balance is paid in full.

A \$25.00 processing fee will be charged to the student's account for each check returned by the bank. After 2 returned checks, that account will be placed on a cash-only basis.

OTHER EXPENSES

Students should plan to spend around \$ 250.00 on books and supplies. Notes and notebooks for the four areas of study will be provided at no additional charge.

REFUND POLICY

Once the student is accepted into the program, the registration fee of \$250.00 is non-refundable. The cost of textbooks - \$250.00 - is refundable if manuals are returned timely and in their original condition.

RIGHT TO WITHHOLD TRANSCRIPTS

The Academy reserves the right to withhold a student's transcript or grades if the student is in default of the tuition contract.

TRUTH IN ADVERTISEMENT POLICY

Montessori Teacher Academy adheres to a policy of truth in advertisement by the use of accurate information in publication and by making this information available to staff, students, and the professional community. At no time does it knowingly disseminate false information. Montessori Teacher Academy attempts to educate both its students and the public as to its purposes and procedures, as well as, the nature and potential of Montessori education.

CONFIDENTIALITY

Montessori Teacher Academy holds the student's education records. Student's records are private and confidential; access to the records can be requested through the director at any time. Upon written request/consent of the student, and for a reasonable fee, this institution will transfer or provide official copies of the student's records to a designate of the student.

CANCELLATION OF AGREEMENT

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

Cancellation shall occur when you give a 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, or telegram. The written notice of cancellation, if sent by mail, is effective when deposited in the mail property addressed with postage prepaid.

The written notice of cancellation need not to take a particular form and, however expressed, it is effective if it shows that you no longer wish to be bound by this Agreement. You will be given two notices of cancellation forms to use at the first day of class, but you can use any written notice that you wish.

If the school has given you any equipment, including books or other materials, you shall return it to the School within ten days following the date of your notice of cancellation. If you fail to return this equipment, including books, or other materials, in good condition within the 10-day period, the School may deduct its documented cost for the equipment from any refund that may be due to you. Once you pay for the equipment, it is yours to keep without further obligation.

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 45 days after your notice of cancellation is received.

WITHDRAWAL FROM COURSE

You have the right to withdraw from a course of instruction at any time. If you withdraw from the course of instruction after the period allowed for cancellation of the Agreement, the School will remit a refund less a registration fee, if applicable, not to exceed \$250 within 45 days following your withdrawal. You are obligated to pay only for educational services rendered and for unreasoned equipment. The refund shall be the amount you paid for instruction multiplied by a fraction, the numerator of which is the number of hours of instruction which you have not received but for which you have paid, and the denominator of which is the total number of hours of instruction for which you have paid. If you obtain equipment, as specified in the Agreement as a separate charge, and return it in good condition within 10 days following the date of your withdrawal, the School shall refund the charge of the equipment paid by you. If you fail to return the equipment in good condition, allowing for reasonable wear and tear, within this 10-day period, the School may offset against the refund the documented cost to the School of that

equipment. You shall be liable for the amount, if any, by which the documented cost for equipment exceeds the prorated refund amount. The documented cost of the equipment may be less than the amount charged and the amount the School has charged in the contract. In any event, you will never be charged for more than the equipment charges stated in the contract. For a list of these charges, see the list at the front of this page. IF THE AMOUNT THAT YOU HAVE PAID IS MORE THAN THE AMOUNT THAT YOU OWE FOR THE TIME YOU ATTENDED, THEN A REFUND WILL BE MADE WITHIN 45 DAYS OF WITHDRAWAL. IF THE AMOUNT THAT YOU OWE IS MORE THAN THE AMOUNT THAT YOU HAVE ALREADY PAID, THEN YOU WILL HAVE TO MAKE ARRANGEMENTS TO PAY IT.

REFUND TABLE

This course consists of 300 instructional hours. The student pays \$4,300 for tuition, \$250 for registration, and \$250 documented cost to school, for equipment as specified in the enrollment agreement. If the student withdraws after completing 100 hours without returning the equipment he/she obtained, the pro rata refund to the student would be \$2,867 based on the calculation stated below:

$$\$4,300 \times \frac{200 \text{ hours of instruction paid but not received}}{300 \text{ clock hrs of instruction for which student has paid}} = \$2,867$$

Amount paid
for tuition
plus
registration

refund

If the student returns the equipment in good condition, allowing for reasonable wear and tear, the actual refund to the student would be \$2,850 (2,600 + 250).

The refund a student would be entitled to if the student withdrew from the course after completing a period of days or weeks equivalent to the following percentages is:

Percentage of hours completed	10 %	25 %	50 %	60 %	75 %
Refund	\$3,870	\$3,225	\$2,150	\$1,720	\$1,075

For the purpose of determining the amount you owe for the time you attended, you shall be deemed to have withdrawn from the course when any of the following occurs:

- a. You notify the school of your withdrawal or the actual date of withdrawal.
- b. The school terminates your enrollment.
- c. You fail to attend classes for a three-week period. In this case, the date of withdrawal shall be deemed to be the last date of recorded attendance.
- d. You fail to submit three consecutive lessons within 60 days of its due date.

NOTICE OF STUDENTS RIGHTS

1. You may cancel your contract with school, without any penalty or obligations as described in the Notice of Cancellation form that will be given to you at the first class you go to."
'You have the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.'
Read the Notice of Cancellation form for an explanation of your cancellation rights and responsibilities. If you have lost your Notice of Cancellation form, ask the school for a sample.
- "2. After the end of the cancellation period, you also have the right to stop school at any time and you have the right to receive a refund for the part of the course not taken. Your refund rights are described in the contract. If you have lost your contract, ask the school for a description of the refund policy."
- "3. If you have any complains, questions, or problems which you cannot work out with the school, write or call the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Dr. Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

NOTICE OF CANCELLATION

Date (Enter date of first class)

You may cancel this contract for school, without any penalty or obligation by the date stated below:"

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

But if the school gave you any equipment, you must return the equipment within 10 days of the date you signed a cancellation notice. If you do not return the equipment within this 10-day period, the school may keep an amount out of what you paid that equals the cost of the equipment. The school is required to refund any amount over that as provided above, and you may keep the equipment.

"To cancel the contract for 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 Academy, at 32920 Pacific Coast Hwy, Dana Point, CA 92629

NOT LATER THAN _____

I cancel the contract for school. _____
(Date) (Student's Signature)

REMEMBER, YOU MUST CANCEL IN WRITING. You do not have the right to cancel by just telephoning the school or by not coming to class.

STUDENT TUITION RECOVERY FUND

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

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

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

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, 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 are a California resident or are enrolled in a residency program, prepaid tuition, paid STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or the Division within 30-days before the school closed or, if the material failure began earlier than 30-days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Montessori Teacher Academy is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the Certificate you earn in the Montessori Teacher Academy is also at the complete discretion of the institution to which you may seek to transfer. If the credits 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 the Montessori Teacher Academy to determine if your credits will transfer.

QUESTIONS

Any questions a student 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 2535 Capitol Oaks Dr. Suite 400, Sacramento, CA 95833, or P.O. Box 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov, (888) 370-7589 or by fax (916) 263-1897.

TO PROSPECTIVE STUDENTS

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.