



Capital College

Student Handbook

Montessori Early Childhood Teacher Education Program

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Name of Student: _____

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CODE OF ETHICS

As part of the Capital College, we pledge to conduct ourselves professionally and personally in ways that will reflect our respect for each other. We will do whatever is within our talents and capacity to protect the rights of each person to have the freedom and opportunity to develop his/her full potential.

Principles I – Commitment to the Student

In fulfillment of the obligation to the student, the Capital College educator:

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

Principles II – Commitment to the Public

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

In fulfilling these goals, the educator:

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

Principles III – Commitment to the Profession

The Capital College educator makes efforts to raise professional standards and conditions to attract persons worthy of trust to careers in Montessori education.

In fulfilling these goals, the educator:

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

** Adopted from the American Montessori Society Code of Ethics*

The child should love everything that he learns,
for his mental
and emotional growth are linked.
Whatever is presented to him
must be made beautiful and clear,
striking his imagination.
Once this love has been kindled,
all problems
confronting the educationalist
will disappear.

~ Maria Montessori ~

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ABOUT THIS HANDBOOK

This Handbook contains detailed information regarding the Montessori Early Childhood Teacher Education Program. However, it does not replace the formal and informal meetings we shall have as a group and individually to discuss issues and concerns. The students for this program are required to read over the entire handbook and sign the “Montessori Student Handbook Acknowledgement”.

ABOUT CAPITAL COLLEGE

Business Hours

The college business hours at main campus are from 10:30 AM to 5:00 PM Monday through Friday. The location is closed on weekends, and Canadian statutory holidays.

Corporate Structure

Capital College is a registered British Columbia corporation with a board of directors.

MACTE – Accredited

Capital College is fully accredited by the Montessori Accreditation Council for Teacher Education (MACTE, 2007-2021), 420 Park Street, Charlottesville, Virginia 22902 - (434) 202-7793. Website: www.macte.org

AMS – Affiliated

Capital College is affiliated by the American Montessori Society, 116 E. 16th Street, New York, NY 10003-2163 - (212) 358-1250. Website: www.amshq.org

PTIB – Designated

Capital College is designated by the Ministry of Advanced Education Private Training Institutions Branch (PTIB). (604) 569-0033 or 1-800-661-7441. Website: www.privatetraininginstitutions.gov.bc.ca

MISSION STATEMENT

It is our mission here at Capital College to provide the opportunity for an exceptional and quality education to all of our diverse students. With this in mind, Capital College offering a wide range of programs to train students to become successful professionals in their future education careers and to contribute significantly to their local, national, and global communities.

PROGRAM DESCRIPTION

Program Summary

The Montessori Early Childhood Teacher Education Program is comprised of 374 in-class instructional hours at the campus and a minimum of 540 practicum hours (nine consecutive months) at appointed qualifying Montessori schools. Maximum student to instructor ratio is 25:1.

The program offers 10 courses plus practicum which helps the students to build up solid knowledge in Montessori philosophy and practical experience to become a competent Montessori early childhood educator.

Course Cycle

The course cycle for the year-round classes usually begins in the spring and extends to the last Friday of June the following year.

Age Range

The age range of the Montessori Early Childhood Teacher Education Program prepares the students for working with children two and half through six years old in a Montessori environment.

Montessori Objectives and MACTE Competencies

The objectives found in the coursework support the student in meeting the competencies required for the successful completion of the Montessori Early Childhood Teacher Education Program. Please refer to the Course Syllabus for details.

Credits – Capital College

Capital College is a post-secondary institution located in Canada that offers a Montessori credential program. Successful completion of this program leads to an AMS Early Childhood credential which may be considered for credit when transferring into an Early Childhood Education (ECE) program in Canada.

Certification

A Diploma of Completion is conferred by the College upon successful completion of the program requirements. Successful completion is defined by meeting all the requirements for each course in attendance with a passing grade, have no outstanding fees, and successfully obtaining the recommendation form.

Please note the American Montessori Society (AMS) reviews and assesses the documentation submitted for credential issuance and reserves the right to accept or reject the documentation. Careful research of credential evaluations from recognized sources, non-accredited institutions and diploma mills is conducted by the experienced staff of the AMS office of teacher education. For students with a bachelor's degree, the AMS Early Childhood credential is issued. For those students who do not have a bachelor's degree, the AMS Associate Early Childhood credential is issued. Should the students later complete a bachelor's degree they may obtain a full certification by submitting an official transcript with extra fees. The students are required to sign an Early Childhood Non-Degree Disclosure Letter (see Appendix G-2) to acknowledge that the College has released the information for the types of credential issued to meet the requirement by AMS.

Upon receiving the AMS Montessori credential or associate credential in early childhood level, the students are automatically a member of American Montessori Society for a period of one year; benefits of being an AMS member includes opportunities for professional development (ie. workshops, AMS conferences, published magazine: Montessori Life etc.). Students should renew the membership before the expiration date to remain as an active AMS credential holder. Over a five-year period, the credential holder must provide evidence of a minimum of 50 hours of participation in qualifying events, conferences, webinars, etc. in order to maintain active status of the received credential. For details refers to the AMS website at: www.amshq.org.

Student Rights and Responsibilities

1. PAYMENT – Students must satisfy their financial obligations to the program.
2. KNOWLEDGE OF POLICIES AND REQUIREMENTS – Students are responsible for determining and fulfilling all requirements. Instructors and administration staff are available to answer any queries.
3. PREPARATION – The curriculum manuals are required for the program; the students are also required to purchase their own textbooks and personal materials equipment materials required by the program. By signing the "Required Textbook Purchasing Agreement" (Appendix G-3) the students agree to have the required textbook(s) ready for the

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class, students who attend a class without the textbook(s) will be marked as absent and may be required to withdraw from the course.

A. Required Textbooks.

- Dr. Montessori's Own Handbook by Maria Montessori
- The Montessori Method by Maria Montessori
- The Discovery of the Child by Maria Montessori
- The Secret of Childhood by Maria Montessori
- Child Development (9th Edition) by Laura E. Berk & William I. Roberts
- Partnerships: Families and Communities in Early Childhood (6th Canadian Edition) by Lynn Wilson
- The Absorbent Mind by Maria Montessori

B. Recommended Textbooks.

- Maria Montessori: Her Life and Work by E. M. Standing
- Montessori Read and Write by Lynne Lawrence

C. Recommended Personal Materials.

- One set of 18 to 24 high quality colour pencils.
- Scissors and glue for cutting and mounting pictures in the manuals.
- Eight to ten three-inch binders for manuals.
- Tabs for dividing sections of the manuals. (20 -30 sets)
- Plastic page or sheet protectors (minimum 2000 sheets)
- Colour papers
- Camera

4. SPECIAL CIRCUMSTANCES – Students have a responsibility to inform the instructor if they require any course adaptations due to learning differences or life situations. Every effort will be made to accommodate individual learning styles or other special situations.
5. COMMUNICATION – It is the student's responsibility to inform the instructor if opportunities for learning are not being provided within the classroom or at the practicum site.
6. RIGHT – It is the responsibility of the student to initiate grievance procedures the dispute resolution policy to the program.
7. GRIEVANCE – It is the student's right to initiate a grievance procedure the dispute resolution policy in situations that warrant it.
8. COMPLETION OF PROGRAM REQUIREMENTS – To graduate, the student must complete all requirements including, but not limited to,
 - A. Curriculum Courses: requirements, assignments, and attendance.
 - B. Practicum: seminars, assignments (including: observations, journals, activity plans, and attendance).
 - C. Graduation: attendance to ceremony and project exhibition.
9. FINAL EVALUATIONS – The student must satisfactorily complete written and practical evaluations for both academic and practicum components.

Time Limit: Students must satisfactorily complete all course requirements – academic, practicum, and financial – within a twenty-eight-month period following the course's official beginning of the academic phase for which the student was enrolled.
10. STUDENT ASSESSMENT OF INSTRUCTOR AND PROGRAM - Student assessment of the instructor and program is done following the completion of each curriculum area.

Student Code of Conduct

Capital College expects students to meet and adhere to a code of conduct while completing a program of study. The list below provides an outline that all students are expected to follow. Students should request clarification from the administrative staff if they have any questions.

"Student" includes prospective students as well as those currently registered or enrolled in any programs at any place involved with course of study including, but not limit to, campuses, practicum sites and childcare centres for observation purposes.

1. Promptness – is expected at the beginning of class and after each break.
2. Appropriate dress/ Dress Code – Students are expected to dress professionally as an early childhood educator would or as prescribed by the practicum site. Bare feet or thongs are prohibited due to insurance regulations. It is suggested that students avoid wearing clothing that is revealing, or that exhibits inappropriate graffiti or insignia.
3. Respectful demeanour – Students are expected to conduct themselves respectfully during classes. Overlapping conversations during class time are disruptive to the learning community and should be avoided.
 - A. Students are expected to maintain a professional demeanour throughout the program. If a situation arises the Director of Student Affairs shall speak to the student involved to establish an understanding of acceptable behaviour. If this does not resolve the issue, the Program Director will meet with faculty to decide appropriate

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action.

- B. Unprofessional behaviour is unacceptable.
 - C. **Respect** is a key component of Capital College philosophy.
 - 1) During the instructional hours at the campus, if you wish to share an idea, please do so with the whole group. Side chatter and commentary are disruptive to everyone.
 - 2) During the practicum hours at the practicum site or any childcare centre observing, do not engage in discussion with the teacher. If there is something to discuss, then share it with the teacher at the appropriate time.
 - D. Eating and drinking is permitted during class with tray, however no food or drink is allowed on the shelf. It is encouraged that the students take advantage of the dining room and/or the outdoor areas when the weather permits. Students are responsible to clean up after themselves if eating and/or drinking in the classroom.
 - E. Students should *take turns to help clean up immediately after using the dining room, and classroom*. All the garbage should be put away in the garbage bin in the dining room. Classroom tabletop should be cleaned before leaving the classroom at the end of class.
 - F. **Cell phones need to be TURNED OFF or put on VIBRATE during class.**
 - G. Students must respect the instructors and other students.
 - H. Students should **always keep the learning environment clean and tidy**. *Smoking and alcohol are not permitted at the campuses and the childcare centres including practicum sites*. Please follow the B.C. Tobacco Control Act (details at B.C. website: http://www.leg.bc.ca/38th3rd/3rd_read/gov10-3.htm).
 - I. If students have any concerns about other students, please direct them to the course instructor immediately.
- 4. Preparation – Students are provided with an outline of each course that includes a reading schedule and material or assignment expectations, and are therefore expected to be appropriately prepared.
 - 5. Photo taking, Recording and Video Taping – Students are encouraged to elect two representatives to take photos of material presentation during practice sessions on campus. These photos can only be used for assignment purpose. Sound recording is permitted in the class with the instructor’s permission but video-taping is not permitted during the whole class session. Please check with individual instructors regarding specific directions for their course.
 - 6. Children in class – Children are not permitted in the classroom.
 - 7. Confidentiality – Students are expected to extend the code of conduct delineated in the ECEBC Code of Ethics to include conversation within the classroom.
 - 8. Facility – Students have access to the campus facilities and are expected to preserve all facilities in the condition at time of usage.
 - A. Video equipment: It is the students’ responsibility to make sure the video equipment in the classroom is used properly. The students will be liable for the damage or improper use of the video equipment.
 - B. Material: All materials are to be handled carefully and returned to their original places after use or practice. Please carry the material one at a time. *All the tables and chairs should be returned to and pushed in the original places before leaving. The use of materials outside session hours are only allowed when pre-approved by appointment with the College during business hours.*
 - C. Telephone: Students should use **phones only in emergencies and never for long distance calls**.
 - D. Library: The lending library is open to all teachers, students and graduates.
 - 1) Students are not to borrow books from the REFERENCE ONLY section.
 - 2) The Library hours are Monday to Friday from 2:00 p.m. – 6:00 p.m. The library will be closed when classes are in session. Please make appointments with the office administrators in advance.
 - 3) Please fill out the card with **your full name** in the book and bring to the office. The office administrators will record the lending and stamp the due date on your cards.
 - 4) The loan period is **four weeks**. Most items may be renewed twice by e-mail or phone, if they are not already overdue and if there is not a hold on the item.
 - 5) The maximum number of items that any borrower may have checked out for Montessori or ECE subjects (English and/or Mandarin) is three (3) and for other subjects is five (5) per time.
 - 6) The students are responsible for all materials borrowed and for any charges on items that are lost or damaged.
 - 7) Any damaged or lost materials must be replaced or paid for by the borrower.
 - 8) When returning books, bring them to the office. Please do **NOT** return the items to the shelf by yourself as the office needs to know that you have returned the books.
 - 9) Overdue books will be charged \$1.50 per day for Mandarin books, and \$0.75 per day for English books.

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- 10) Students may not borrow any other items in the library until **ALL** items have been returned.
- E. Computer Area: The college provides the computers for all students and instructors to use under the following circumstances:
 - 1) Notify the administrator before use.
 - 2) Food and drink are prohibited on the computer desk.
 - 3) For safety, please only turn on/off the computer that was used. Never move the computers or change the plug, the computer system could be damaged, and data lost.
 - 4) Never turn off a computer when it is running. When there is something wrong with the computer, notify the administrator, and stop using the computer immediately. Student **CANNOT** fix the computer himself/herself. If the computer is damaged seriously, the student will be charged for the repair.
 - 5) Notify the administrator if putting one's own software on the computer to aid in virus prevention.
 - 6) Illegal copies of software are prohibited due to copyright; the student is responsible for the consequences of such action.
 - 7) Please use personal hard drive to save documents or files. Please do not save on the computer; the college will not be responsible for any lost documents or files.
 - 8) If a problem arises in the computer or the computer has frozen, please record what happened and notify the administrator immediately.
 - 9) After use, please turn off the computer following the correct procedure and clean up the working area before leaving.
9. Parking

Parking at main campus: Parking is limited, and students are advised to use public transit if possible. The 24 hours reserved parking spaces for Capital College are for office staff and instructors **ONLY**. Please do not park at these spaces. Vehicles in the parking lot are left at the owner's risk. ***The college does not hold any responsibilities with regards to any parking issues, students may redirect to: Imperial Parking Limited (Tel: 604-681-7311).***
10. Others: Any of the following, if substantiated, will result in immediate dismissal without a warning letter or probationary period:
 - A. Sexual assault.
 - B. Physical assault or other violent acts committed on or off campus against any student.
 - C. Verbal abuse or threats.
 - D. Vandalism of school property.
 - E. Theft.

Student Service

Job Assistance

1. Services relating to career planning and placement, such as graduate and professional study information, career planning, resume writing and job search are available at the administration office.
2. Placement for teaching positions, salary and level of career advancement is not guaranteed. However, the College serves as a clearinghouse for schools requesting teachers or workers for graduates or alumni. Employment opportunity information usually provided via e-mail to graduates or alumni.
3. The College does endeavour to establish contacts with prospective employers for graduate students.
4. Graduates are also expected to actively pursue employment opportunities by themselves.
5. The College encourages the students to keep in touch with the College after graduation. An employment opportunity, which is posted with the College, is available to any of the graduates.

Student Support

1. Information about the College, facility and programs is available on-line or in paper form.
2. Students should contact the Administrator during business hours by phone, e-mail or in person to be directed to the responsive director(s) if they need any support or have any concerns regarding the programs or their studies.
3. The College has a resource library and continues to expand its collection. Library service is open to all graduated and current students and includes a four-week borrowing period (with two renewals).
4. Concerns regarding the status of student application, class schedule, transcripts, handbook and forms, and general clerical concerns are addressed to the Program Director.
5. Concerns regarding teacher credentialing and provincial permits are directed to the Program Director.
6. Concerns regarding financial arrangements are to be addressed to the Chief Financial Officer.

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7. Concerns regarding the practicum placement are to be addressed to the Program Director.
8. Assessment by the employer after graduation is requested in September annually. (see Appendix G-15 Employer Assessment on Graduates)
9. Wireless internet is available throughout the campus; the password is "CapitalCollege".
10. Health Care on an emergency basis is available through Richmond Hospital.
11. Whichever party initiates the inclusion of a mediator would be responsible for the cost of such a service. A list of mediators is available from the Program Director. If a serious complaint is unresolved after completing this process, students are urged to inform both PTIB (Private Training Institutions Branch) and related organizations.

Academic Advisement

Students are encouraged to meet with the appropriate instructor for clarification and academic support in gaining mastery of the course component assignments.

Student Access to Records

The college shall allow students to inspect and review all student records relating to them; for those which include information on more than one identifiable student, only that information relating to the student requesting access shall be revealed.

1. Student should request access by email. Current students must notify College at least 5 business days in advance; non-current (Graduate, Withdrawal, and Dismissal) students must notify College at least 15 business days in advance. Non-current students are entitled to view the student file once. The College shall:
 - A. Inform the student of the location of the requested record if not centrally located, and time of appointment; and provide qualified personnel to interpret the record where appropriate.
 - B. The right of students to have access to inspect and review their student records does not include the right to a copy of such records unless at least one of the following conditions exists:
 - 1) Failure to provide a copy would effectively prevent a student from exercising the right to inspect and review the student record. A copy of the record should be provided to such persons upon written request;
 - 2) Copies of the specific record have been provided to another educational institution as requested by the student.
2. In addition to satisfying one of the above conditions, a student may be provided copies of their records only upon the payment of appropriate fees and provided the student's records are not encumbered because of an indebtedness to the school.
3. Requests for transcripts of grades (permanent records) will continue to be processed on a separate form, accompanied by the established fee.
4. Limitation on Reviewing Records: The right to review education records does not extend to:
 - A. Notes and records concerning a student made by a faculty or staff member that are retained and used solely by that faculty or staff member (or their substitute);
 - B. Inspecting financial records of their parents that are maintained by the College; or records created by the College for law enforcement purposes.
5. Student acknowledges and agrees to the following terms before viewing files:
 - A. College will arrange personnel to view the file together with student for one-hour maximum.
 - B. Students must view the file personally; no third party can be involved except for a legal attorney, arranged and notified beforehand.
 - C. Students cannot destroy or remove any documents in the file. If a copy is requested, \$0.10/page will be charged.
 - D. Students can view file during office hours only with confirmed appointment during Monday to Friday 2PM to 5PM.

Requesting Official Documents

All students enrolled in any programs offered by the College are eligible to request for a "Letter of Acceptance", "Confirmation of Student Status" and "Official Transcript" according to their status in the program.

Procedures for current students

1. Students requesting any official documents are required to send a completed "Official Document Request Form" (see Appendix G-4) with the fee of \$30 per document applied to the College in person during the College business hours.
2. The Administrator will process the request following the Official Document Request Form in one week/ five (5) business days and an e-mail will be sent to the student upon completion of the request.

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3. The student must book an appointment with the Administrator for picking up the requested official document(s), if picking up by person. The appointment must be confirmed by the Administrator.
4. The request will not be accepted if any missing information on the form and/or unpaid requesting fees.

Procedures for graduated students/alumni

1. The graduate or alumni requesting official transcript(s) will receive the "Official Document Request Form" by e-mail from the Administrator and is required to send a completed "Official Document Request Form" with the total fee of \$30 applied to the College by mail, or in person (student ID or personal ID is required at the time of making the request and pick up).
2. The Administrator will process the request following the Official Document Request Form in one week/ five (5) business days and an e-mail will be send to the graduate or alumni upon completion of the request.
3. The graduate or alumni must book an appointment with the Administrator for picking up the requested official transcript(s), if picking up by person. The appointment must be confirmed by the Administrator.
4. The request will not be accepted if any missing information on the form and/or unpaid requesting fee.

PROGRAM OBJECTIVE AND COURSE OUTLINE

The **objective** of the program is to help the student develop the necessary knowledge and understanding of Montessori philosophy and practical experience to become a competent Montessori educator. All the courses that Capital College provides emphasize training for professional accomplishments. Students who graduate from Capital College will obtain solid academic knowledge as well as marketable job skills that are essential for success in today's global marketplace.

Course Outline

1. *Practical Life Curriculum (6.2.5.1): 35 Hours (2.5 credits)*

Philosophy and rationale of the curriculum area of practical life, ground rules and grace and courtesy, development and refinement of movement, care of the person, care of the environment, food preparation and nutrition.

2. *Sensorial Curriculum (6.2.5.2): 35 Hours (2.5 credits)*

Prerequisite: Practical Life, Child Development or permission from Program Director

Philosophy and rationale of the curriculum area of sensorial, materials are aiding in the development and refinement of the five major senses: visual, auditory, tactile, gustatory, and olfactory.

3. *Language Arts Curriculum (6.2.5.3): 43 Hours (3 credits)*

Pre-requisites: Practical Life, Sensorial, Child Development

Philosophy and rationale of the curriculum area of language arts, materials aiding in the development of language arts skills and concepts: receptive and expressive language experiences, visual and auditory perceptual experiences, vocabulary and enrichment.

4. *Mathematics Curriculum (6.2.5.4): 43 Hours (3 credits)*

Prerequisite: Practical Life, Sensorial, Child Development

Philosophy and rationale of the curriculum area of mathematics, materials aiding in the development of mathematical concepts/skills: introduction to numeration, linear counting, the decimal system and their functions and memorization of the facts.

5. *Physical and Life Science Curriculum (6.2.5.5): 13 Hours (1 credit)*

Prerequisite: Practical Life, Sensorial, Language Arts, Mathematics, Child Development

Philosophy and rationale of this curriculum area includes botany, zoology, earth elements, physical science, and cosmic education.

6. *Social Studies Curriculum (6.2.5.6): 22 Hours (2 credits)*

Prerequisite: Practical Life, Sensorial, Language, Mathematics, Child Development

Philosophy and rationale of this curriculum area includes geography, land and water forms, globes, maps, flags, multicultural awareness, history, time, calendar, seasons, personal family history.

7. *Classroom Leadership (6.2.5.7): 14 Hours (1 credit)*

Prerequisite: Concurrent with practicum, and five core curricula.

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Philosophy and rationale of classroom leadership including the review of the Montessori curriculums, the role of the teacher in the preparation of the environment, scheduling and planning, lesson strategies, evaluation of children and techniques for discipline, communication, and problem-solving.

8. *Montessori Philosophy (6.2.5.8): 32 Hours (2 credits)*

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

9. *Observation (6.2.5.9): 10 Hours (in class) (0.5 credits)*

In Observation students review the observational methods of running record, checklist and anecdotal reports. Besides, lecture and documented observation (self-directed observation is done during practicum phase), is designed to bridge the academic coursework and the practicum phase.

10. *Child Development (6.2.5.10): 30 Hours (2 credits)*

The Child Development includes theories of development and stages of development which are discussed in the Physical, Cognitive, Emotional and Social areas. Current theories and research are examined.

11. *Music and Movement Curriculum (6.2.5.11): 13 Hours (1 credit)*

Philosophy and rationale of the curriculum area of music and movement, materials are aiding in the development of music and movement concepts and skills, singing skills, instrumental skills, music appreciation and history, body awareness, basic skills (loco-motor, stationary games) and line activities.

12. *Art Curriculum (6.2.5.11): 14 Hours (1 credit)*

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

13. *Child, Family and Community (6.2.5.12): 45 Hours (3 credits)*

Topics include parent involvement and education, raising the level of awareness, developing a knowledge base, providing options for collaboration, creating strategies for collaboration, and application and implementation of strategies. These topics are discussed during practicum seminars.

14. *Practicum (6.2.5.13): Minimum 540 Hours (8 credits)*

The practicum phase provides the student 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.

Introduction

The purpose of the Practicum component of the Montessori Early Childhood Teacher Education Program is the implementation of the Montessori philosophy and curriculum, and of child development principles which comprise the academic component of the Montessori Early Childhood Program, and the meeting of the competences.

The practicum is a necessary requirement for the successful completion of the Montessori Early Childhood Teacher Education Program. The function of the practicum phase is to provide for the student 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 student practicum may precede the beginning of the academic phase of the program.*

Since the purpose of the practicum is to offer the adult learner the opportunity for practice with the information and insights acquired during the academic phase, **at least 90% of the academic contact hours of the level (not including assessment) must be completed prior to the end of the practicum experience.** In the case of a year-long academic phase, students may begin the practicum phase during the first year of coursework, allowing the practicum phase to span a two-year academic cycle, so that **90% of the core curriculum instruction is completed prior to the end of the practicum.**

The participants in the practicum process are:

- A. The Practicum Site
- B. The Supervising Teacher
- C. The Practicum Consultant

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D. The Student Teacher

E. Capital College

The Practicum Site needs to assure the meeting of minimum standards for a prepared Montessori environment that assures minimums for a successful experience for the Student in practicum.

The Supervising Teacher is a Montessori credential teacher at the early childhood level from a MACTE accredited teacher preparation program and in the second year of serving as a head teacher in the Montessori early childhood classroom. The supervising teacher completes the forms required by Capital College which confirms the agreements and understanding between Capital College and the Supervising Teacher, and provides the assessment feedback regarding the student's progress toward meeting competencies (supervised practicum only).

The Practicum Consultant is available to visit the student three (3) times during the academic year, typically in the fall, in the winter, and in the spring; extra visits for self-directed practicum. In addition to the formal visits the practicum consultant is available to the student should the need arise. The Practicum Consultant is the critical monitor and support who provides objective feedback to the student and to Capital College as to movement toward the meeting of the competencies. The Practicum Consultant completes the forms required by Capital College which confirms the agreements and understanding between Capital College and the Practicum Consultant, and provides the assessment feedback in the form of the observation reports regarding the student's progress toward meeting competencies.

The Student Teacher in practicum is responsible for self-monitoring of progress in the competencies which are required. In support of the goal to meet competencies Capital College provides the Student Teacher with the Student Handbook, the Information Package for Practicum Site and Capital College Administrator as sources of information and support. Personal effort and commitment on the part of the Student Teacher, however, is critical to successful completion of the program. All the information and all the support do not replace the commitment and the responsibility of the Student Teacher to be pro-active in the process toward successful completion.

Models

Montessori Practicum is a course and part of the program. The Practicum is defined as lasting a full academic year with the student working at the practicum site, in the environment with an approved Supervising Teacher or Self-Directed, for a minimum of three (3) hours a day, maximum of (4) hours a day, five (5) days a week, for nine consecutive months for a minimum of 540 hours. The length of the practicum may be extended to provide additional experience and insure all standards and competencies for the practicum are met.

The environment should be prepared with materials and modes of activities that respond to the developmental and varied needs and interests of the specific age group from age two and half to six years old.

Practicum Model options are as follows:

A. Model 1: The Supervised Practicum

Requirements

The supervised practicum requires that the student teacher participate a minimum of three (3) hours and, maximum of four (4) hours a day, five days a week, for nine consecutive months with a minimum of 540 hours, in an approved Montessori classroom with a qualified supervising teacher who must be in at least the *second year* of teaching after receipt of the Montessori Credential from MACTE accredited programs.

The student teacher may not be asked to assume total responsibility for a class without the presence of a qualified supervising teacher or another qualified staff person.

A minimum of three (3) on-site consultation evaluation visits by a qualified Practicum Consultant is required. To best support the growth of the student teacher, the consultations/evaluation visits must be spread throughout the practicum phase.

B. Model 2: The Self-Directed Practicum

Requirements

All the requirements for the supervised practicum also applied to the self-directed practicum, with the exception that the student teacher has full responsibility for the Montessori class without the daily guidance of a qualified supervising teacher in the classroom.

Students may qualify for the Self-Directed Practicum with one or more of the following prerequisites, along with the written approval of the Program Director:

- 1) Prior experience as an assistant in a Montessori environment.

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- 2) Two or more years of previous teaching experience as an Early Childhood Educator.
- 3) A Bachelor's degree from a regionally accredited U.S. college or university, or its equivalent.

Student who is conducting self-directed practicum will be required to confirm practicum site environment following the Practicum Site Standards with the College, photos of the environment are sent to the Program Director for approval before the practicum.

During the student's practicum phase, the student is required to receive a minimum of three (3) observation visits from the appointed practicum consultant, with additional support including, the daily practicum journals are sent to practicum consultant and cc to the Program Director for both the consultant and the Program Director to read over and give feedback immediately as required by the College, the student will also videotape for 2 hours on-site within the assigned timeframe and submit to the Program Director, the student attends on-site and the scheduled practicum seminars, keeps records of materials presented or created, and monthly communication by phone, e-mail etc. are provided to the student.

Any plan changes during the practicum by the student are required to be forward to the Program Director at the College by e-mail for consultation and arrangement will be made after discussion. All communications will be by e-mail for documentation purposes.

The College is responsible for the three (3) on-site practicum visits and the student is responsible for the extra on-site consultation evaluation visits fees, the transportation costs and other fees associated with extra visits if additional visits are required.

Overseas Practicum

Student who wishes to conduct his Montessori practicum overseas must successfully complete all courses at the College campus in the first year and follow the requirements listed below:

- 1) Practicum Site: Self-arrange one Montessori childcare centre to conduct practicum. The centre setting must meet the requirements listed from the Requirements and Responsibilities for Practicum Site.
- 2) Practicum Consultant: Capital College will hire qualified consultant for practicum observation visit to the practicum student.
- 3) Fee: The student is responsible for the following fees:
 - a) Additional consultant visits: pay to the College
 - b) Practicum seminar hours: pay to the College
 - c) Five consultant visits transportation fee pay to consultant.
- 4) Assignment
 - a) Daily Journal: e-mail to consultant daily and cc to College.
 - b) Activity: e-mail to College each month.
 - c) Practicum Binder: Hard copy submitted to consultant and e-mail electronic copy to College.
- 5) Yearlong Project: Complete the project independently by the subject assigned by the Program Director, submit the electronic copy to the College by e-mail.

Requirements and Responsibilities

A. Practicum Site

- 1) Affiliation
The Practicum Site is American Montessori Society affiliated. Non-AMS schools may be exempted from the affiliate status but must; nonetheless, meet the standard of fully equipped Montessori environment.
- 2) Non-Discrimination Policy
The Practicum Site has a written non-discrimination policy for children and staff.
- 3) Licensing
The Practicum Site meets all local and provincial regulations.
- 4) School Policies
The Practicum Site communicates to the student and the College, in writing, its administrative policies and guidelines relating to the Student Teacher.
- 5) Job Description /Contract
The Practicum Site must provide a job description and a contract of agreement acceptable to the site, Student Teacher, and the College, including the nature and type of remuneration given to the Student Teacher, if any. Please make reference to Appendix P-1 Sample Job Description – Practicum.
- 6) Cooperation

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The Practicum Site agrees to cooperate with the College in matters relating to the practicum policies and requirements. The Site completes forms required by the College (see Appendix P-2 Site Agreement, Appendix P-3 Site Information and Appendix P-4 Supervising Teacher Information and Agreement)

7) Job Responsibilities

Student Teachers in their practicum phase cannot be asked to provide service to the Site other than that which would be found as the responsibility listed in the job description of any teacher/administrator during their practicum hours (i.e. janitorial services, before or after day care services, etc.). Student Teachers may provide additional services outside their practicum hours if agreed upon by both parties.

8) Age Range of Class

The class contains children in the full 2½ - 6 age span.

9) Montessori Early Childhood Classroom Environment

The 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 material for the age range of the class, arranged on open selves accessible to all children, so that the student teacher may implement the curriculum for the age group presented by the College during the academic phase. AMS recommended materials lists for schools are available on the AMS website (www.amshq.org).

The environment for children in this age range of class will reflect these characteristics:

- a) Curriculum materials are organized into logical groupings (e.g., by curriculum area or function).
- b) Within each grouping there is a logical arrangement of the materials (e.g., by level of difficulty or sequences of skill and concept development).
- c) Furnishings are of appropriate size for the children.
- d) The arrangement of furnishings offers a variety of activity spaces (e.g., individual or group, floor or table, noisy or quiet, active or sedentary).
- e) Activity spaces and procedures are organized to avoid conflict of interest (e.g., a noise-generating activity is far away or isolated from a quiet activity area).
- f) There is provision for display of visual stimuli and children's work products.
- g) Each activity or exercise is structured to provide purpose, procedure, closure, and opportunity for child success.
- h) The environment includes/offers materials and activities which encourage the full development of each child's potential. Areas include:
 - i. Concentration, the ability to maintain a sustained focus
 - ii. Observation skills, awareness of order and sequence
 - iii. Large and small muscle coordination
 - iv. The acquisition of practical skills relevant to care of self and environment
 - v. Perceptual awareness and discrimination – in all sensory domains
 - vi. Concepts basic to the understanding of quantitative relationships (e.g., one-to-one correspondence, seriation, the ability to recognize and identify the attributes of objects, class inclusion, equivalence, number, numeration, place value, arithmetical operations).
 - vii. Experiences basic to participation in multiple language communities, including experiences in listening, talking, writing, reading, and thinking.
 - viii. Experiences in self-expression through the visual arts, music, movement, and drama
 - ix. Experience with the creative arts.
 - x. Experiences leading to an understanding of nature and the physical universe.
 - xi. Experience with and understanding of the social sciences.
 - xii. Experience with critical thinking skills and problem-solving techniques: question-asking, experimentation, and hypothesis development.
- i) The materials/activities selected seem appropriated to the developmental period, abilities and special needs of the children who use the environment.

The environment reflects the influence of these adult behaviours:

- a) Preparation of a clean, orderly environment
- b) Demonstration and encouragement of care and precision in movement, and the organization and use of materials and equipment
- c) Encouragement of a child's selection of activity

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- d) Encouragement of a child's participation in maintaining the environment
- e) Demonstration of strategies for use of materials
- f) Acknowledgement of a provision for expression of a child's social needs
- g) Acknowledgement of and responsiveness to a child's emotional needs
- h) Acknowledgement of and responsiveness to a child's self-expression
- i) Ongoing monitoring and overview of the environment (observation)
- j) Communicating rules and procedures appropriate to the situation
- k) Modeling and facilitating pro-social behaviour
- l) Modeling and facilitating positive techniques for conflict resolution
- m) Modeling and facilitating egalitarian interaction
- n) Providing effective leadership in group activities
- o) Communicating and coordinating activities with team members

10) Supervision

Supervision of Student Teachers is provided by the Supervising Teacher and a Practicum Consultant or, in the case of a self-directed practicum, a minimum of three on-site consultation visits by a practicum consultant plus additional support that is documented.

Supervision must be provided according to one of two options:

- a) In the classroom with an approved Supervising Teacher;
- b) In a self-directed classroom with regular supervision by a qualified and approved Practicum Consultant.

B. Supervising Teacher

1) Credential

The Supervising Teacher has the Montessori Early Childhood Teacher Credential from MACTE accredited programs. The Supervising Teacher cannot be the Student Teacher's Practicum Consultant.

2) Teaching Experience

The Supervising Teacher is in at least **the second year of teaching** following issuance of the Montessori early childhood teacher credential, required by AMS.

3) Approval

The Supervising Teacher is approved by the College Program Director.

4) Student Teacher Experiences

The Supervising Teacher is responsible for signing the student teacher's attendance and initialing the activity plan and providing the Student Teacher's experience in the following areas:

- a) Preparation and Management: of indoor and outdoor environment-make sure cleanup is a team effort
- b) Observation and Recording: observing, responding/planning, assessing, and maintaining records. The Student Teacher is required to have minimum 15 minutes to observe the class every day (See Appendix P-5 Letter to Supervising Teacher).
- c) Interaction: relations among parents, staff and children
- d) Instruction: designing activities; individual and group presentations
- e) Management: individual and group strategies
- f) Parent/Community Involvement: family support and community services; parent education, interviews, conferences, and meetings; open house
- g) Staff Involvement: participation in meetings, establishing term compatibility and problem-solving techniques.
- h) Help student to understand that some schools implement the Montessori Philosophy in different ways.

5) Meetings

Meeting between the Supervising Teacher and the Student Teacher occur formally or informally on a daily basis in order to provide immediate feedback on the student teacher's performance.

Weekly the Student Teacher reviews the Activity Plan, the Presentation checklist, and the Record keeping procedure with the Supervising Teacher.

6) Assessments for Current Student: Formative and Summative (*OMIT for self-directed practicum student*)

Formative Assessment #1 & #2: The Supervising Teacher completes the 1st assessment form on the Student Teacher in December and the 2nd assessment form in March. (See Assignment Handbook)

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Summative Assessment: The Supervising Teacher completes the 3rd form towards the end of the school year in June. (See Assignment Handbook)

Competency Assessment: The Supervising Teacher completes an assessment on the Student Teacher for the level of competencies reached as set out by MACTE (See Assignment Handbook)

7) Communication

The Supervising Teacher informs the College of any difficulties in the professional performance of the Student Teacher. If an issue arises the Supervising Teacher speaks to the student to establish an understanding of acceptable behaviour. If this does not produce the desired effect, the Supervising Teacher contacts the College to help decide the appropriate action in the particular case. Situations shall be dealt with on an individual basis. Unprofessional behaviour is unacceptable. The College is ultimately responsible for the action taken with the Student Teacher.

8) Attendance

The Supervising Teacher must be in the classroom with the student full time on a direct and daily basis. The Supervising Teacher must sign the attendance sheet weekly.

For Self-Directed Practicum, student teacher's attendance sheet will be signed by the center's administrator.

9) Number of Student Teachers Assigned

A Supervising Teacher cannot have more than two (2) Student Teachers per classroom.

10) Practicum Seminars and Graduation Ceremony

The Supervising Teacher is invited to all the practicum seminars offered by the College and attends the graduation ceremony to see the progress the students have made and review graduation projects.

C. Practicum Consultant

1) Credential

The Practicum Consultant is approved by the College. The Practicum Consultant has the Montessori Early Childhood Teacher Credential from MACTE accredited programs.

2) Role and Availability

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The Practicum Consultant is available to the Student Teacher for consultation and communication if any questions or concerns occurred. The Practicum Consultant should also give the Student Teacher the support, suggestions, lessons, advice, and the wisdom of experience. The Practicum Consultant needs to check the student teacher's attendance, initial the planning journal and grade the student's 10 observation reports on every visit.

3) Observations of Student Teacher

Three times during the academic year the Practicum Consultant arranges at mutually convenient time for the site, the Student Teacher and the Practicum Consultant to observe in the student's classroom. **Further visits in addition to the three (3) visits are required at the student's expense.**

4) Discussion

The most essential aspect of the observation is the discussion that the Practicum Consultant has with the Student Teacher. For that reason, a formal discussion is necessary right after the observation. The discussion shall include but are not limited to the following areas:

- a) Knowledge
- b) Pedagogy
- c) Teaching with Grace and Courtesy

5) Communication

The Practicum Consultant should stay in communication with the College. Advise the College of any difficulties, concerns, or problems with any part of the Practicum phase.

The Practicum Consultant observes the Student Teacher three (3) times during practicum; *extra visits for self-directed practicum* and discusses student practicum performance with both the Student Teacher and the Supervising Teacher. If a Student Teacher is experiencing difficulty during placement, the Student Teacher or Supervising Teacher will identify the issues to the Practicum Consultant who will meet with the Student Teacher to develop strategies to support the Student Teacher in achieving more success during practicum.

6) Complete the Reports on the Student

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Complete the Practicum Consultant Report Form for each visit to the student. Please **type the report and e-mail one copy to the Student Teacher and forward one copy to the College after each visits.** E-mail the Invoice to the College on the visits. (See Assignment Handbook)

- 7) Review the Students Practicum Planning Journal
Check Student Teacher's practicum planning journal daily from the e-mail, provide guidance and feedback to the Student Teacher from the journal immediately. Practicum Consultant discovers and communicates with the College for any issues arise by the student teacher with the practicum site.
- 8) Recommendation for Credentialing for the Student
After the final observation visit the Practicum Consultant will summarize the performance of the student teacher and fill out the Recommendation to Credentialing – Practicum (see Assignment Handbook) to state that the student teacher is ready to become a Montessori teacher in an early childhood classroom. If the Practicum Consultant feels they can not recommend the student be credentialed, the Program Director will decide whether the student teacher should extend his/her practicum or re-do the whole practicum phase.

D. Student Teacher

- 1) Knowledge of the Practicum

The Student Teacher is responsible for awareness of all policies and requirements of the practicum. This Student Handbook and the Assignment Handbook serve as a guide to knowing the policies and requirements.

The practicum is a necessary requirement for the successful completion of the Montessori Early Childhood Teacher Education Program. Students must successfully complete Practical Life and Sensorial (or enrolment in) academic preparation and a practicum orientation before starting practicum or with permission from the Program Director.

In particular be aware and focus upon the competencies against which the Student Teacher is ultimately evaluated for the Montessori Early Childhood Teacher Credential.

- 2) Before Practicum

Before practicum, either the college assigns the Practicum Site according to the Student Teacher's need/request, or if, the Student Teachers choose to find their own site from the centre list provided (Appendix P-6), **it will be their responsibility to inform the college at least two weeks before the practicum orientation or upon the College inquiry for Montessori practicum.** All students must make sure that their practicum will start **no later than mid- October.**

- 3) Attend the Practicum Orientation Seminar

The Student Teacher will receive the Information Package for Practicum Site from the College prior to the Practicum Orientation Seminar by e-mail, the students are required to print out the information package and bring the package along with the student handbook to the seminar. The practicum requirements will be reviewed at the practicum orientation. Attendance is mandatory.

- 4) Meeting with the Practicum Site

The Student Teacher is required to make an appointment with the Practicum Site within one week after the practicum orientation seminar. Please make reference to Appendix P-8 Courtesies for Observation at Child Care Centre. All e-mails between the Student Teacher and Practicum Site are required to cc to the College for documentation purposes. It is an opportunity for the Student Teacher to tour the site environment, introduce themselves to the staff, request a staff handbook if any and discuss any policies or issues related to dress code and general appearance, work schedule and performance, job duties, absenteeism or tardiness and responsibilities prior to the beginning of the practicum phase. The policies should also reflect the commitment by the Practicum Site to permit the Student Teacher leave in order to complete class assignments and to participate in the college meetings or classes.

It is the Student Teacher's responsibility to give the supervising teacher and/or practicum administrator the practicum packages and ensure the required forms (Appendices P-2, P-3 & P4: Practicum Site Agreement, Practicum Site Information, Supervising Teacher Information and Agreement and a copy of Supervising Teacher's Montessori credential) from the Practicum Site are submitted to the College within one week after meeting with the Practicum Site. If the required forms did not return to the College within the deadline the Student Teacher will not be able to proceed with the practicum until the required forms are completed and returned.

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The Student Teacher needs to arrange the practicum starting dates and times with the Practicum Site and notify the College. It is the Student Teacher's responsibility to provide this information in writing to the College and the Practicum Consultant by e-mail. Please note after the practicum starts the Student Teacher may not make any changes on the agreed schedule.

The Student Teacher must fulfill all duties and obligations listed in the agreement with the Practicum Site.

5) Practicum – Day One

The Student Teacher needs to provide the Practicum Site with a picture and short biography of themselves, suitable for posting on the parent information board. A physician's declaration certifying good health, criminal checks and/or reference letters must also be completed prior to the first day of the student's practicum and give a copy to the site. All students must make sure that their practicum will start **no later than mid- October.**

6) Practicum Seminars

The 16-hour Practicum seminars are the opportunity to discuss the practicum experience, to obtain further support, to understand the assignments, and to consult with other classmates. **Attendance at seminars is mandatory. Please bring the Student Handbook to every seminar for discussion.**

7) Communication

It is the responsibility of the Student Teacher to notify the College if opportunities for learning in the specified areas are not being provided at the Practicum Site.

The Student Teacher should review the Practicum Consultant Reports in the handbook prior to each practicum visit. The Student Teacher should schedule weekly meetings and discuss monthly goal with the Supervising Teachers in order to keep updated about the progress during the practicum.

8) Right to Change Practicum Site

- a) If due to any reasons the student feels uncomfortable in continuing their practicum at the practicum site, the student is responsible to communicate the issues to the **Practicum Consultant**. The Practicum Consultant will then decide whether it is necessary for the student to change a centre after the **first consultant visit**.
- b) If the Practicum Consultant observes reasonable reasons for the change in practicum site, arrangement will then be made by the College.
- c) Since the practicum must be completed with the same group of children, the length of the practicum may be changed as well as the practicum fee:

Time of Change of Practicum Site	Practicum Length Extension	Fee for Consultant Visit
After the <i>First</i> Consultant Visit	No Practicum Extension needed	Fee for <i>one</i> make-up Consultant Visit required
After the <i>Second</i> Consultant Visit	One month of Practicum Extension required	Fee for <i>two</i> make-up Consultant Visits required

- d) The Student Teacher must agree to the changes made to the practicum length as well as having paid the fee for the make-up consultant visits, in order for any further arrangement of a new practicum site to take place.
- e) Students are **not** allowed to change practicum sites more than once.

9) Confidentiality

Any information regarding children at the Practicum Site or staff business should be held in strict confidence and should not be discussed with anyone outside the school. A child's behaviour or progress should not be discussed with another child's parent.

10) Paid Practicum

Most Practicum Sites do not pay student teachers. In the exceptional case a Student Teacher is paid during a practicum this work is called an internship with arrangements related to pay negotiated between the Student Teacher and the Practicum Site. The College assumes no responsibility and makes no guarantees as to the availability of paid internships. *However, should the Student Teacher be asked to substitute for other teacher in absence, the substitute hours may not be counted as a part of the 540 on-site practicum hours.*

11) Completion Requirements

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The Student Teacher fulfills the following requirements:

- a) The Student Teacher is expected to complete the *minimum* of 540 on-site practicum hours in a Montessori classroom with an approved Supervising Teacher, for a minimum of three (3) hours a day, maximum of four (4) hours a day, five days a week, for **nine consecutive months (usually from September to June) at the same practicum site.**
 - b) The Student Teacher is expected to follow the Practicum Guideline in Appendix P-7.
 - c) The Student Teacher is expected to observe the classroom for a minimum of 15 minutes everyday at the practicum site.
 - d) The Student Teacher is required to record daily activities in the Planning Journals (*Please refer to Assignment Handbook*).
 - e) The Student Teacher is required to create and record monthly activities in the Activity Plan *with an Activity Plan Summary*. (*Please refer to Assignment Handbook*)
 - f) The Student Teacher is required to complete 10 observation reports, each with a minimum 2 hours of documented observation as described (*Please refer to Assignment Handbook*); **hours complete for the observation reports are to meet the AMS requirement for Observation course and cannot be count towards the minimum 540 on-site practicum hours.** The students should also refer to Courtesies for Observing at a Child Care Centre (Appendix P-8) when book appointments with childcare centres for observation and the Letter for Observation (Appendix P-9) should be printed out and given to the childcare administrator.
 - g) The Student Teacher is required to record daily attendance (*Please refer to Assignment Handbook*).
 - h) The Student Teacher is required to attend 16 hours of practicum seminar meetings.
 - i. The Student Teacher must include the handouts along with the notes taken from each session with the complete assignment for practicum seminar
 - i) The Student Teacher is required to be present during the entire practicum duration, including the observation visit from the Practicum Consultant.
 - i. The Practicum Consultant will visit each Student Teacher at his/her placement site a minimum of three (3) times during the practicum experience. The Consultant will observe, offer feedback and meet with both the Student Teacher and the Supervising Teacher. **Further visits in addition to the three (3) visits are required at the student's expense.**
 - ii. Arranging of observation visits by the Practicum Consultant. In the event that the Student Teacher is not in attendance during a scheduled observation visit the Student Teacher is responsible for all costs involved in rescheduling a visit.
 - iii. Further visits requested by the Practicum Consultant other than the visits specified in model 1 and model 2 in cases such as practicum extension are required at the student's expense.
 - j) The Student Teacher is required to obtain the Recommendation to Credentialing to pass the practicum.
 - k) Once practicum is started, it cannot be interrupted. Otherwise, student needs to re-register in the course and pay for the cost that will occur.
- 12) Practicum Assessment
- a) Supervising Teacher Assessment: The Student Teacher is satisfactorily assessed by the supervising teacher with the following assessment forms: (*Omit to the self-directed students*)
 - i. Formative Assessments: December and March
 - ii. Summative Assessment: June
 - iii. Competency Assessments
 - b) Practicum Consultant Assessment: The Student Teacher is satisfactorily assessed by the practicum consultant with the following observation reports:
 - i. Observation Report 1, 2 & 3
 - ii. Observation Report 4: for self-directed students
 - iii. Recommendation to Credentialing
 - c) Student Teacher Assessments: The Students completes the following assessments:
 - i. Student Teacher Assessment of the Practicum Consultant is done within 3 days following the completion of the last practicum visit (see Assignment Handbook). Results of the assessment will be e-mailed to the Practicum Consultant.

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- ii. Student Teacher Assessment of the Practicum Site/ Supervising Teacher is done within 3 days following the completion of the final practicum day (see Assignment Handbook). Results of the assessment will be e-mailed to the Practicum Site.

13) Time Limit

The length of the practicum may be extended to provide additional experience and insure all standards and competencies for the practicum are met. The Student Teacher ensure that he completes the practicum and other program requirements within the time limit of the program study. Student Teacher who failed practicum will require re-registering the whole practicum phase with the College.

E. Capital College

- 1) Define the minimum Montessori Early Childhood Practicum with the Student Teacher working at an at an approved practicum site in a setting of an approved Supervising Teacher, or in an approved self-directed setting, for a minimum of (3) hours, maximum of (4) hours a day, five (5) days a week, for nine (9) consecutive months for a minimum of 540 hours.
- 2) No part of the practicum will precede the beginning of the academic phase.
- 3) Inform the Supervising Teacher, Practicum Consultant and Site Administrator of course content and expectations of the program concerning the student's successful completion.
- 4) Determine that each Practicum Site and Supervisor Teacher's goals and expectations are compatible with those of the needs of the Student Teacher.
- 5) Provides written procedures available to Practicum Site, Supervising Teacher and Practicum Consultant for the grievance procedure.
- 6) Maintains contact with the Student Teacher. A minimum of three visits (extra visits for self-directed practicum) are assessed on-site by a Practicum Consultant.
- 7) Requires satisfactory classroom performance, defined as regular attendance, demonstrable interest and initiative, contributions to class activity which show learning and critical thought resulting from reading the philosophy and pedagogy of Dr. Montessori and other authorities in the field of child development, and environmental design, observation, program leadership, and sensitivity of the community culture

15. *Practicum Seminars/ Administration (6.2.5.14): 16 Hours*

Topics related to practicum phase, including administration, review of licensing requirements, starting a school, legal structures of schools, budget and financial requirements and the role of consultation and accreditation will be discussed during the practicum seminars.

16. *Yearlong Project (6.2.5.15): 8 Hours*

Students will work in small groups and choose a topic to develop a project which includes all curriculum learned in academic courses to design materials related to the topic. The result will be presented at the graduation ceremony project exhibition.

ADMISSION POLICY

Capital College is committed to enrolling students who meet all of our program admission criteria and who are likely to succeed in meeting their education and career goals.

Admission Requirement

1. High school graduate; 19 years old;
Regionally accredited/recognized High School or Junior College diploma or Bachelor's degree:
 - A. **Admission requirements for those without a Bachelor's Degree:**
 - 1) Students may also be admitted without a four-year degree if they meet the other qualifications. A minimum of an accredited/recognized high school diploma is required.
 - B. **Admission requirements for those holding a Bachelor's Degree:**
 - 1) Degree awarded in a foreign country: earned from an accredited college/university or students are requested to have their degree evaluated for equivalency to a North American degree. Degree awarded in the United States: earned from an accredited college/university. Please see the evaluation agencies below:

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- a) International Education Research Foundation, PO Box 3665 Culver City, CA 90231. Telephone: 310-258-9451 Website: www.ierf.org
 - b) World Education Service, PO Box 745, Chelesa Station, New York, New York, 10113-0745. Telephone: 212-966-6311 Website: www.wes.org
 - c) International Credential Evaluation Service, 3700 Willingdon Avenue, Burnaby, B.C. V5G 3H2. Telephone: 604-432-8800 Website: www.bcit.ca/ices
- 2) Students are held responsible for providing true and accurate evidence of their educational attainment.
2. Grade 12 English OR equivalent, IELTS academic 6.0, or 70% score on the Capital College English placement test CAAT (Canadian Adult Achievement Test) Level C or has successfully completed the Capital College LEC program.
 3. All the applicants must make an appointment for an admission interview with the Director of Student Affairs.

Required Documents

1. Student enrolment contract.
2. Diploma and transcript in English for High School or Junior College graduate. Transcript and diploma/certificate in English for Bachelor's degree holder.
Note: to receive your credential from AMS you will require an official transcript rather than a copy.
3. Two recent 1" x 1" photos.
4. Three English letters of references testifying to the suitability of the applicant for work in the early childhood field.
5. Written interview and statement of intent.
6. Photocopy of personal ID.
7. A physician's health declaration.
8. A valid Canadian criminal record check clearance.
Website: www.pssg.gov.bc.ca/criminal-records-review/shareddocs/consent-form.pdf
9. Montessori Student Handbook Acknowledgement.

A student whose file lacks any the items listed above may be accepted on a provisional basis while he/she awaits full documentation; this acceptance is valid until the program start date, and the Confirmation of Admission Required Documents (Appendix G-5) will be signed prior to signing the student enrolment contract. If the student fails to submit all required documents by the program start date, the College will terminate the student enrolment contract and refund all tuition and other fees (excluding the non-refundable registration fee). No exceptions can be made.

Procedure:

1. The institution's Administrator refers all inquiries to the Director of Student Affairs. The Director of Student Affairs meets with the prospective student to discuss the program of interest, their educational goals and commitment to completing the program of study.
2. If the student is undecided about a program of study, the Director of Student Affairs gives the prospective student information about a number of programs so that the student can make a decision.
3. Once the student has decided on a program of study, the Director of Student Affairs reviews the admission criteria for the program with the student to ensure that they meet all criteria.
4. If the student does not have the required English proficiency qualification (Grade 12 English OR equivalent, IELTS academic 6.0), the student is required to complete the CAAT – Level C, which consists of fifty multiple-choice questions, reading comprehension and a 5-paragraph essay. The student has two hours to complete the test and must score at least 70% on the multiple-choice reading comprehension portion but Capital College also retains the right to require the student to engage in further English study if the Director of Student Affairs considers the students' performance on the essay to be unsatisfactory. If the student does not receive 70% on the CAAT they will be required to successfully complete the Capital College LEC program. Students will be notified of their CAAT results within a week.
5. International students are required to provide a valid Study Permit or Student Visa issued by *Citizenship and Immigration Canada* (CIC) as well as all required documents for the admission application; upon complete admission, international students are issued a letter of acceptance; if an international student does not show up for the program start date, a report is filed to *CIC*.
6. The Director of Student Affairs obtains evidence (e.g. transcript, proof of age, etc.) from the student that they meet all of the program's admission criteria and places the evidence in the student file. Note: If the student fails to meet the admission requirements, they cannot be waived by either the institution or the student.

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7. After receiving evidence that the prospective student meets all of the admission criteria, the Director of Student Affairs prepares a Student Enrolment Contract and meets with the prospective student to review the policies that will affect the student during their completion of the program of study and to review the contract. Financial arrangements for payment of tuition and other fees are also discussed.
8. If the Director of Student Affairs and the prospective student agree on a financial arrangement, they sign the contract and a copy of all student policies will be delivered to the student. When the student has confirmed in written response by submitting a signed "Montessori Student Handbook Acknowledgement" that they understand all student policies, the Administrator will deliver a copy of the signed contract.

TRANSFER CREDIT POLICY

Policy

Capital College will accept the transfer of core course credit from other MACTE accredited Montessori institutions provided that the course work being evaluated has a passing mark or better standing. Capital College will also accept the transfer of non-core course credits from other Early Childhood Programs provided that the course work being evaluated has a passing mark or better standing. The maximum amount of transfer credits allowed will not exceed 50%. Students must take Montessori Philosophy at Capital College. Students wishing an assessment of credits from courses taken elsewhere to transfer to Capital College must submit a completed "Transfer Credit Application" (see Appendix G-6) Form and official transcripts. It is often necessary for the student to provide a detailed course description for courses being considered for transfer credit. This will initiate the transfer process, but completing the form is not a guarantee that the transfer credit request will be approved.

Procedure

Student who wish to transfer credits from other institution must:

1. Submit a completed "Transfer Credit Application" Form.
2. Make an appointment with the Program Director for evaluation of the courses that will be transferred.
3. Student must bring the original Official Transcripts from the institution.
4. Course work being evaluated must meet the passing mark from the institution. Course work less than the passing mark will not be accepted or considered for transfer credit.

Program Block Transfer

Students who successfully completed the Montessori Early Childhood Teacher Education Program from Capital College wishing to register Early Childhood Education Program (ECE) at Capital College may follow the block transfer process approved by ECE Registry.

Procedure

Students who successfully completed the Montessori program may transfer the credits to ECE program. The following courses will be waived as a result of credit transfer:

1. **Academic:** the course credits transferred must also abide by the grading standards (minimum C+) from Montessori program
 - A. Child Development 1 (40 hours)
 - B. Curriculum 2 – Learning to Look (90 hours)
 - C. Child, Family & Community (45 hours)
2. **Practicum:**
 - A. Practicum 1 (112 hours)
 - B. Practicum 2 (136 hours)

*Please note: Students who are granted a block transfer from the Montessori program will be required to complete one practicum in an ECE-based childcare.

Students should be aware that when they use the block transfer, their study duration may extend beyond the schedule given at registration. Students are encouraged to make an appointment with the Director of Student Affairs to discuss this.

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ATTENDANCE POLICY

Capital College recognizes that good attendance is directly related to student success in completing a program of study. The policy applies to all students who are currently enrolled or are enrolled at any future time.

Program Completion Time

The length of the program is sixteen months for the year-round schedule and the maximum length is twenty-eight months. **Students must satisfactorily complete all course requirements - academic and practicum within the maximum time according to the student contract start date, otherwise, student will be dismissed and required to re-register into the program.** If an absentee student has not filed a "Change of Status" (see Appendix G-7), after sixteen months from the startdate of their program Capital College will dismiss the student and send a transcript and a letter informing the student of their dismissal. The student may subsequently re-register in the program and obtain credit for courses already completed according to the Credit Transfer Policy in this handbook (the student should bring his/her original transcript). A new registration fee will be charged.

In the case of extenuating circumstances, a program may offer an adult learner up to three (3) years to finish the practicum phase and all outstanding assignments required for graduation after completion of the academic phase by Program Director's approval. Include the process for adult learners that do not complete within the required three (3) years.

ACADEMIC:

Absence and Tardy Arrival

The program is both intense and non-duplicable. Regular attendance is mandatory. Students must attend all sessions and punctuality is assumed for attendance.

Absence

Whole Day Sessions

- A. A maximum 10% of absence is allowed per session and a make-up assignment is required. Assignment will be given by instructor and student is expected to pay \$20 for the extra cost.
- B. Exceeding 10% of absence per session, make-up session is required. Student is expected to pay \$50 per hour for the make-up session.

Evening Sessions:

- A. A maximum 10% of absence is allowed per subject course, a make-up assignment is required. Assignment will be given by instructor and student is expected to pay \$20 for the extra cost.
- B. Exceeding 10% of absence per subject course, make-up session is required. Student is expected to pay \$50 per hour for the make-up session.

Note

- A. Sessions must be taken in sequence.
- B. Make-up session must be completed before the next session starts.
- C. Make-up assignment and make-up session are paid at student's own expense.
- D. Student needs to take the initiative and request a make-up session (See Procedure). Availability of make-up session is not guaranteed; student bears the risk of needing to re-register in the course if a make-up session cannot be arranged.
- E. Student must complete all the course hours to pass the program.
- F. If student is absent without submitting Absence Form (See Appendix G-8) ahead of time, this will be regarded as absenteeism and will result in immediate failure of the course; student must retake the course with the next course cycle. If an emergency, see Procedure B.
- G. Student found without textbook will be marked as absent for the session.

Tardy Arrival/ Lateness:

College **expects** student to arrive 10-15 minutes early prior to the start of each session. A student will be marked as late when he/she does not arrive on time and the following should take place:

- A. 1st time late, college will give oral warning.
- B. 2nd time late, college will give written warning.

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C. 3rd time late, student will fail immediately and will be required to re-register with an additional course fee.

Please inform the instructor and college in writing and fill out the Absence Form in advance if you will be absent for any reason. Absences for medical or emergency reasons are considered "excused" absences if the student provides documentary evidence of the reason for the absence such as a doctor's note and require the student to follow Procedure B (see below); the instructor and program director will determine how student will make-up for the lost hours. (Student is responsible for the make-up cost and availability of arrangement is not guarantee)

Procedure:

A. Absence in non-emergency case:

- 1) Student will post a request for absence by filling out and submitting the Absence form (available in each classroom) before the date of absence.
- 2) Student will fill in the reason, date and number of hours of absence.
- 3) Form must be signed by the instructor and a make-up class or make-up assignment will be implemented depending on cases. (Instructors are aware of the attendance policy and review them with the student at the start of each course).
- 4) Program Director will assess the situation and initial the form. Make-up class or make-up assignments must be done prior to the next class session.
- 5) Once requirements are met, the Program Director signs for final completion.
- 6) This document will be added into the Student's personal file for safe keeping in the locked steel cabinet.

B. Absence in emergency case:

- 1) Student informs the College (if he/she can) of their absence.
- 2) Student may choose between the following two options:
 - a) Initiate and request a make-up session, following procedure A and submit with evidence of absence (i.e. Doctor's note), aware that the availability of a make-up session is not guaranteed; or,
 - b) Discontinue with the course and re-register and re-take the course with the next schedule starting from the session missed, and aware that if this particular course is a pre-requisite course to other course(s), the other course(s) will also be taken after the pre-requisite course has been completed thus may affect the final program completion date. All relevant policies apply for study until the final program completion date.
- 3) Once requirements are met, the Program Director signs for final completion.
- 4) This document will be added into the student's personal file for safe keeping in the locked steel cabinet.

Course Cancellation

The college may cancel a course due to low enrollment or instructor's scheduling conflict and unforeseen circumstances. The college will send out a notice to all students who have enrolled and arrange a refund for them if the college cannot reschedule the course.

Adverse Weather Conditions or Unsafe Environment

The facility may close down early due to adverse weather conditions such as snow or dangerous driving conditions; students should check with the Vancouver School Board at (604) 713- 5000 during the weekdays; for sessions offered during the weekends, students should check with the College. Those hours will also need to be made up.

PRACTICUM:

1. Practicum is a course of the program and is consecutively nine months long. Student is responsible to notify College before April or the practicum orientation seminar if they wish to postpone the course. The student may only postpone the course once before the student enrolment contract expires. Once practicum has started, it cannot be interrupted; when it does, an immediate fail to this course will result and the student will be required to re-register for this course again for the next course cycle.
2. The Student Teacher is allowed to have a **maximum of fourteen days' leave including sick days** during the nine consecutive months with a minimum of 540 practicum hours. (see chart below)
3. Participation at the Practicum Site functions and meetings is also required.

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4. Promptness is required all the time during the practicum phase. The Student Teacher is expected to arrive at the Practicum Site at least 15 to 20 minutes before the class starts to prepare the environment and stay for extra time to clean up the environment after the class finishes.
5. Hours spent doing observations at other schools or attending required college meetings or classes are not included in the practicum hours.
6. If self-directed practicum is in a family daycare setting, center attendance is required.

Attendance Requirements	Consequence
Tardy:	
Constantly late for over 3 times	1 month probationary period
⊗ Late again during or after 1 month probationary period	⊗ Stop, register and repeat practicum (min. 540hours & 9 months)
Late for over 2 times without notice	2 months probationary period
⊗ Late again without notice during or after 2 months probationary period	⊗ Stop, register and repeat practicum (min. 540hours & 9 months)
Absent:	
1 day	<ul style="list-style-type: none"> • notify center 3 days in advance; • if emergency provide doctor note or proof of emergency
Consecutive 2 days	<ul style="list-style-type: none"> • notify center in 3 days advance; • if emergency, provide doctor note or proof of emergency
Consecutive 3 days and more	<ul style="list-style-type: none"> • notify center and college (fill in absent form, approved by Program Director) in 3 days advance; • if emergency, provide doctor note or proof of emergency. • make up days missed
Absent over 2 times without notice	3 months probationary period
Days leave over 14 days Or Absent again without notice during or after 3 months' probationary period	⊗ Stop, register and repeat practicum (min. 540hours/9 months)

Retaking Courses

Student will need to retake the course under the following circumstances:

1. Student fails to reply to the email the College administrator will send prior to the beginning of each course and does not appear for the first class;
2. Fails to meet attendance requirements;
3. Academically fails

Student can only retake courses within the maximum length of the program (twenty-eight months) with payment of retaking course fee. If they exceed this length, student will be dismissed and required to re-register in the program. There is no guarantee that college will offer the required course.

Postpone Courses

The College administrator will send an e-mail notification to the students prior to the beginning of each course. A student has the opportunity to postpone their study by taking a course in the following course cycle, with advanced written notice **within 3 days upon receiving the email**. It is strongly recommended to students to speak to the Program Director before deciding to postpone a course or several courses. Since some courses have prerequisites, postponing one course may cause the one or more courses to postpone as well.

Student can only postpone courses within the maximum length of the program (twenty-eight months). If they exceed the length, student will be dismissed and required to re-register in the program. There is no guarantee that college will offer the required course.

Leave of Absence/ Change of Status

The "Change of Status" form needs to be completed for the following reasons:

1. The student wishes to take a leave of absence at any time;

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- The student cannot finish their program within a year of the program start date. Should the student wish to transfer their studies from Montessori program into ECE-Montessori Combined program before the contract end date, the "Contract Amendment Form" (see Appendix G-9) should be completed.

ACADEMIC:

GRADING POLICY

- Grades for course work are compiled from the combination of assessments taken: manuals and written papers completed, performance exam or presentation presented, active participation in class activities, evaluations of appropriate competencies and full attendance of scheduled sessions (see Attendance Policy). Please see the Assignment Handbook and Course Syllabus for the grading percentages in each area.
- The assessment or evaluations are done during the middle or the end of each course segment. A feedback will be given by the instructor after each assessment. Assessments can include performance, written and oral.
- Students are given oral evaluation of their performance during the course segment. Manuals and written works are returned to the students within a reasonable time.
- To ensure program quality and act accordingly to PTIB's requirements, each student will submit the instructor/courseonline survey within three (3) days upon email notification. If you do not complete the instructor/course survey, 3% of your participation grade will be deducted and the course will be marked as incomplete.
- Students receive rating for work completed following the grading system. **Students must maintain a grade of C+ or better to be acceptable for consideration of successful completion of the assignment.**
- Grading System:

Excellent	95 – 100	A+
	90 – 94	A
	85 – 89	A-
Satisfactory	80 – 84	B+
	75 – 79	B
	70 - 74	B-
	65- 69	C+
Unsatisfactory/Fail	64 & Below	F

- Cheating and Plagiarism**
Testing and assignments assure the mastery of knowledge and skills that prepare students professionally and academically to work with children. Capital College has a **zero-tolerance policy on cheating and plagiarism**. Cheating or copying during any type of assignments (including practicum assignments), quizzes and/or exams will result in immediate failure of the course. The student will be required to re-register for the course with an additional course fee.

A. **Cheating:** Cheating includes:

- Using unauthorized sources of information during any type of test or examination;
- Giving or receiving unauthorized information to/from another student during any type of test or examination.

B. **Plagiarism:** Plagiarizing (copying) involves representing work of another person as one's own. Close paraphrasing and self-plagiarism are also unacceptable practices. Students should cite quotes used and attach a reference page. The APA style (www.apastyle.org) for citation is required. Plagiarism includes:

- Submitting work extracted in full or part from another person's paper.
- Submitting work of one's own that has been submitted previously;
- Submitting work or idea from someone else and representing it as one's own;
- Submitting materials downloaded from a website and/or the instructor's power point slides in the class without appropriate citation to acknowledge the source of information;
- Copying any text verbatim or with only slight variation/close paraphrasing from the original text without proper citation

Students are required to prepare or purchase their own textbooks prior to the beginning of the courses. No part of the textbook should be reproduced or used in any form or by any means – graphic, electronic or mechanical, including photocopying.

If you need more clarification or have any further questions about what constitutes cheating, plagiarism, and any other academic misconduct please speak to your instructor and/or the Program Director.

PRACTICUM:

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Practicum is evaluated on a Satisfactory/Unsatisfactory basis with the requirement weighted as follows. To successfully complete the practicum, a Student Teacher must fulfill all of the standards and responsibilities before graduation.

1. Practicum Site Formative Assessment Report #1 by Supervising Teacher (due December)
2. Practicum Site Formative Assessment Report #2 by Supervising Teacher (due March)
3. Practicum Site Summative Assessment Report by Supervising Teacher (due June)
4. Supervising Teacher Competency Assessment Form by Supervising Teacher
5. Three (3) Practicum Consultant Reports (*extra Consultant Reports required for Self-Directed practicum*)
6. Recommendation to Credentialing by the Practicum Consultant
7. Full attendance of all scheduled practicum seminars.
8. Practicum Binder: including Practicum Planning Journal, Activity Plan, 10 Observation Reports, On-Site Attendance Record and Practicum Seminar Assignment (due no later than two weeks after the final practicum day).

Practicum Site Formative Assessment Report #1, #2 and Practicum Site Summative Assessment Report are completed by the Supervising Teacher at the Practicum Site. It is the Student Teacher's responsibility to ensure that the college receives these reports on or before the due dates (*except for self-directed practicum students*). Please see *Assignment Handbook*.

Supervising Teacher Competency Assessment Form is completed by the Supervising Teacher at the Practicum Site to assess the Student Teacher's level using the MACTE competencies for program improvement purposes. It is the Student Teacher's responsibility to ensure that the college receives the assessment form on or before the due dates (*except for self-directed practicum students*). Please see *Assignment Handbook*.

Practicum Consultant Reports are completed by the Practicum Consultant. It is the Student Teacher's responsibility to acknowledge that he/she has read the report sent by his/her consultant by e-mail and CC to the College to act as a signature on the report. Please see *Assignment Handbook*.

Practicum Binder – students will prepare a practicum binder to be submitted to the College no later than two weeks after their last practicum day (The last practicum day is considered the day after College Graduation Ceremony day or Center Graduation Ceremony Day). The binder shall include the following:

1. **Practicum Planning Journal** – each day at the practicum is an opportunity to reflect on the work with children. The daily Practicum Journal provides the Student Teachers a guideline to record what they have **experienced, presented or observed** during the day. The Student Teachers should also write a reflective in the journal expressing their understanding of what they have experienced, presented or observed every day. The daily journals are to be electronically mailed (email) as an attachment to your Practicum Consultant **daily** to ensure proper guidance. The Practicum Consultant will initial the journal at each visit. It is student's responsibility to ensure that the Practicum Consultant had their initials on each page of the journal. (*Please use template provided in the Assignment Handbook*).
2. **Practicum Guideline and Activity Plan** – The Student Teachers are required to follow the practicum guideline, plan and implement activities in the required curriculum areas every month during the practicum. An activity plan must be completed for each activity and initialled by the Supervising Teacher. The Practicum Consultant will also be asking to view your activity plan at each visit. An “*Activity Plan Summary*” page should be placed in front of all the activity plans signed by the practicum consultant in the binder. (*Please use template provided in the Assignment Handbook*).
3. **10 Observation Reports** – The Student Teachers are required to complete 10 Observation reports during the practicum in other childcare centres as described in the Assignment Handbook. Students are encouraged to follow the steps in Appendix P-8 Courtesies for Observing at Child Care Centre for such purposes. The Practicum Consultant is required to grade them during each visit. Note that hours complete for the observation reports are to meet the AMS requirement for Observation course and cannot be count towards the minimum 540 on-site practicum hours.
4. **Daily Attendance** – The Student Teachers are required to document all practicum hours and have those hours confirmed and signed by the Supervising Teacher. (*For self-directed students, attendance will be signed by the practicum center administrator*). (*Form provided in the Assignment Handbook*).
5. **Practicum Seminar Assignment** – The Student will take in-class notes and organize handouts distributed by the instructors for each session.
6. No late assignment will be accepted.

Program Completion and Performance Standards

1. During the practice sessions, the students will prepare presentations in each of the following curriculum areas: Practical Life, Sensorial, Language Arts, Mathematics, Social Studies (Geography and History), Physical and Life

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Science (Botany, Zoology). The instructors responsible for the curriculum areas evaluate the presentations using the Demonstration Final Grade Sheet for Performance Assessment (*Please refer to Assignment Handbook*).

Due Date: *During each curriculum course*

2. Development and maintenance of the curriculum manuals are required by the student. A rationale paper and written exam paper are required for Practical Life, Sensorial, Mathematics, Language Arts, Social Studies, Physical and Life Science. See the Final Grade Sheet (*Please refer to Assignment Handbook*).

Due Date: *Four weeks after the last session for students under Montessori and ECE-Montessori Combined Program. Instructor needs to submit students' marks in three weeks after students' assignments due date.*

3. A yearlong project is required before graduation.

Due Date: *At the final practicum seminar and graduation ceremony (usually held on the 3rd week of June)*

4. Diploma and Credential: upon successfully completing the required courses (including practicum), *Student needs to meet all requirements and obtain Recommendation for Credentialing (see Assignment Handbook) from his/her practicum consultant in order for AMS to issue the credential.* American Montessori Society (AMS) reviews and assesses the documentation submitted, once all requirements are met, credential will be issued. Diploma will be issued by Capital College.

Late Assignments and Re-do Assignments

All assignments need to be handed in on time on the day they are due (including practicum assignments,). Please include a cover sheet and place it in a file folder or make sure to staple it. E-mailing assignments to the college and/or instructor will not be accepted unless otherwise instructed to do so.

Assignment grading system is the same as the course grading system. No late or incomplete assignments will be accepted.

The instructor will determine the amount of marks that will be deducted depending on the assignment and/or situation.

In rare situations if the student has a personal emergency such as a car accident or serious illness, the college may accept the assignment late without deducting marks in two (2) days with valid proof of emergency; an effort should be made to have the assignment delivered by a family member, friend or colleagues if possible.

Re-do assignments will only be allowed if the instructor feels the quality of the work is poor. Students cannot re-do an assignment only to obtain a better mark. **No re-do assignments will be marked higher than a C+ and they should be handed in within two weeks. It is student's responsibility to pay for extra cost of remarking assignment.**

Grade Appeal Procedure

1. If a student is dissatisfied with the grade received for a mid-term (if any) or final assessment and can provide evidence that a higher grade is warranted, he/she should discuss with his/her instructor. The instructor will reconsider the grade and, if warranted, assign a different grade.
2. If the student is not satisfied with the outcome of his/her appeal to the instructor, he/she should submit a written appeal to the Program Director.
3. The Program Director will obtain a copy of the mid-term (if any) or final assessment grade sheet from the instructor and will have the assessment re-marked.
4. If the assessment achieves a higher grade on re-mark, the higher grade will be assigned to the student. If the assessment achieves a lower grade on re-mark, the original grade will be retained.
5. If a grade appeal is reviewed by the Program Director, the grade assigned following the re-mark and review will be final and cannot be appealed further.
6. If a student fails an exam they will have to retake the entire course.
7. Student has 15 business days to appeal after the final decision with submission of Appendix G-10. Student has the right to include an outside mediator or inform PTIB if necessary, refer to complaint procedure.
8. College will take action according to Appendix G-10, and final decision will result within 15 business days. After 15 business days, the case will be closed.

DISPUTE RESOLUTION POLICY

Policy

Capital College provides an opportunity for students to resolve disputes of a serious nature and in a fair and equitable manner.

The policy applies to all college students who are currently enrolled. Students making complaint may be represented by an agent or a lawyer and will not be subject to any retaliation as a result of their complaint. All complaints made by students are kept in one file with decisions issued under the dispute resolution process for five years and are accessible by the PTIB Registrar upon request

Procedure

- a. Any student who has a complaint or who becomes involved in a dispute with a representative of the Institute shall, if appropriate, make an earnest attempt to settle the complaint or resolve the dispute directly with the person(s) who is the subject of the complaint or dispute.
- b. Any student who cannot resolve the complaint or dispute as outlined above must submit their complaint in writing to the Senior Educational Administrator, Terry Breck, terry@capitalcollege.ca, 604-270-7426.
- c. The Senior Educational Administrator will review the complaint and meet with the student to discuss the concern within 5 days of receiving the written complaint.
- d. Following the meeting with the student, the Senior Educational Administrator will conduct whatever enquiries and/or investigations are necessary and will provide a written determination on the complaint.
- e. Written reasons for the determination will be provided to the student within 30 days of receipt of the written complaint.
- f. The student making the complaint may be represented by an agent or lawyer.
- g. The written determination will advise the student that, if they are dissatisfied with the determination, and feel they have been misled by the institution regarding any significant aspect of that program, they may file a complaint with the Private Training Institutions Branch (www.privatetraininginstitutionsbranch.bc.ca). Complaints must be filed with PTIB within one year of the date a student completes, is dismissed from, or withdraws from the Program.

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DISCIPLINE AND DISMISSAL POLICY

Capital College will regulate students' behaviours through the Student Code of Conduct. If a student violates the Student Code of Conduct, the Progressive Discipline Procedure will be applied.

Progressive Discipline Procedure:

Capital College follows a progressive discipline procedure when it comes to resolving grievances with students. There are 4 stages in the progressive discipline procedure which includes the following:

1. **Verbal warning-** Students will be given a fair reasonable verbal warning. The College will act quickly and keep a written record with the date of the meeting and warning given to the student. This will be placed in the student's file. Expectations will be clarified directly to the student. The student will be given a time frame and an opportunity to improve on their conduct. The student will be warned that failure to meet those expectations will result in being given a written warning.
2. **A written warning-** If there is an unsatisfactory resolution of the situation and the student continues to not meet those expectations, a written warning letter will be issued to the student and a copy will be placed in the student's file.
3. **Final written warning-** If the written warning is not successful in resolving the issue, a final warning will be issued informing the student that failure to resolve this issue will result in dismissal from the Montessori program. A copy of the final written letter will be placed in the student's file.
4. **Dismissal from the program-** the student will be asked to leave the program. All verbal and written communication will be documented and placed in the student's file. Student has the right to appeal the decision, refer to Dispute Resolution Policy.

The following are considered reasons for dismissal from the program:

1. Lack of commitment and serious intent demonstrated by the student as observed in disregard for any aspect listed. Examples might include inattention during class time, incomplete or unacceptable assignment material, or continued absences without notice.
2. Marked inability to interact with faculty, students or children in a mature and respectful manner.
3. Mental incapability of grasping the concepts underlying the materials, the understanding of the children, or interactions with adults.
4. Violation of the ethical standards (refer to ECEBC & AMS Code of Ethics).
5. Submitting false records or information, in writing or orally, or failing to provide relevant information, at the time of admission to the program.
6. Falsifying or submitting false documents, transcripts or any other academic credentials.
7. Damaging, removing, or making unauthorized use of Capital College or the personal property of instructors, staff and students, and assaulting individuals, including conduct which leads to the physical injury or emotional harm of instructors, staff or students.

Students who do not meet the expected code of conduct will be subject to the procedures outlined below which may include immediate dismissal from the institution depending on the severity of the misconduct.

Dismissal Procedure

1. All concerns relating to student misconduct shall be directed to the Director of Student Affairs. Concerns may be brought by officials, students or the public.
2. The Director of Student Affairs will arrange to meet with the student to discuss the concerns within 5 business days of receiving the complaint or as soon as practical. If the alleged conduct is of such a serious nature that an immediate dismissal may be warranted the Director of Student Affairs will meet with the student as soon as practical.
3. Following the meeting with the student, the Director of Student Affairs will conduct whatever further enquiry or investigation is necessary to determine whether the concerns are substantiated.
4. Any necessary inquiries or investigations shall be completed within 10 business days of the initial meeting with the student.
5. The Director of Student Affairs will meet with the student and do one of the following:
 - A. Determine that the concerns were not substantiated;
 - B. Determine that the concerns were substantiated, in whole or in part, and either:
 - 1) Give the student a warning setting out the consequences of further misconduct;
 - 2) Set a probationary period with appropriate conditions; or

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- 3) Recommend that the student be dismissed from the Institution.
6. The Director of Student Affairs will prepare a written summary of the determination. The original will be given to the student, a copy will be placed in the student's file stored securely in the college and a digital copy will be stored in the college's database.
 - A. If the student is issued a warning, the Director of Student Affairs and the student both sign the written warning and the student is given the original, and a copy will be placed in the student's file stored securely in the college.
 - B. If the recommendation is to dismiss the student, the Director of Student Affairs will deliver to the student a letter of dismissal.
 - C. Please note that any written warnings or notices (including email) from college will count as official documents.

Procedure

1. The Student Teacher will be apprised of the situation by the Supervising Teacher. The College places the Student Teacher on probationary status. Explicit, behavioural objectives will be identified for the Student Teacher to work on.
2. One week later there will be a review of the situation with feedback from the Supervising Teacher and the College.
3. Either probationary status will be removed or the Student Teacher is advised that the change in behaviour must continue in order to avoid immediate dismissal from the practicum site.

Please note

1. Any forms of verbal warning given by the College Faculty, or any email sent from the College describing Student Teacher's performance in practicum or requesting the Student Teacher to change his/ her behaviour, are all forms of *formal warning* issued by the College.
2. Any termination of the practicum without an approved reason will result in an immediate dismissal from practicum.
3. Performance at practicum is strongly linked to the academic portion of the program. Therefore, failing to perform adequately at practicum may lead to dismissal from the program.
4. If the College Faculty observes through the Student Teacher's performance in practicum, that the Student Teacher does not have the professionalism or ethical attitude suitable to work in a childcare setting, an immediate dismissal from the program may result.
5. If repeated issues arise in the Student Teacher's performance at practicum, leading to serious damage of either the reputation of the College or the Practicum Site, the College reserves the right to terminate the Student Teacher's practicum as well as dismissing the Student Teacher from the program.
6. Before any dismissal decision is made, a meeting between various college staffs such as the Program Director, the Practicum Consultant, an experienced instructor, or an appropriate third party will be held, in order to discuss the Student Teacher's situation and whether the dismissal decision is needed.
7. If student is dismissed from practicum, this is considered to be dismissal from the program because practicum is required to complete the program.

WITHDRAWAL AND REFUND POLICY

PTIB Student Tuition Protection Fund

All registered and/or designation institutions must participate in the Student Tuition Protection Fund (STPF). Previously, Private Post-Secondary Education Commission of BC (PPSEC) and later Student Training Completion Fund (STCF) provided tuition protection by requiring private postsecondary institutions to post financial security, which could be a surety bond, letter of credit or cash deposit.

Questions regarding the STPF may be directed to the:

Ministry of Advanced Education Private Training Institutions Branch (PTIB)

Tel. (604) 569-0033 or 1-800-661-7441

Fax. (778) 945-0606

www.privatetraininginstitutions.gov.bc.ca

PTI@gov.bc.ca

Withdrawal

The student has the right to withdraw from a course of instruction at any time with a written notice.

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REFUND POLICY

Circumstances when Refund Payable	Amount of Refund
Before program start date , institution receives a notice of withdrawal (applies to all students)	
<ul style="list-style-type: none"> • No later than seven days after student signed the enrolment contract, and • Before the program start date. 	100% tuition and all related fees , other than application fee. Related fees include: administrative fees, application fees, assessment fees, and fees charged for textbooks or other course materials.
<ul style="list-style-type: none"> • At least 30 days before the later of: <ol style="list-style-type: none"> a) The program start date in the most recent Letter of Acceptance (international students) b) The program start date in the enrolment contract. 	Institution may retain up to 10% of tuition, to a maximum of \$1,000. Institution must refund fees paid for course materials if not provided to the student.
<ul style="list-style-type: none"> • More than seven days after the student and institution signed the enrolment contract, and • Less than 30 days before the later of: <ol style="list-style-type: none"> a) The program start date in the most recent Letter of Acceptance (international students) b) The program start date in the enrolment contract. 	Institution may retain up to 20% of tuition, to a maximum of \$1,300. Institution must refund fees paid for course materials if not provided to the student.
After program start date , institution provides a notice of dismissal or receives a notice of withdrawal (applies to all students, except those enrolled in a program delivered solely by distance education):	
<ul style="list-style-type: none"> • After the program start date, and up to and including 10% of instruction hours have been provided. 	Institution may retain up to 30% of tuition. Institution must refund fees paid for course materials if not provided to the student.
<ul style="list-style-type: none"> • After the program start date, and after more than 10%, but before 30% of instruction hours, have been provided. 	Institution may retain up to 50% of tuition. Institution must refund fees paid for course materials if not provided to the student.
Student does not attend program – “no-show” (applies to all students except those enrolled in a program delivered solely by distance education):	
<ul style="list-style-type: none"> • Student does not attend the first 30% of the program. 	Institution may retain up to 50% of the tuition. Institution must refund fees paid for course materials if not provided to the student.
Institution receives a refusal of study permit (applies to international students requiring a study permit):	
<ul style="list-style-type: none"> • Before 30% of instruction hours would have been provided, had the student started the program on the later of the following: <ol style="list-style-type: none"> a) The program start date in the most recent Letter of Acceptance b) The program start date in the enrolment contract • Student has not requested additional Letter(s) of Acceptance. 	100% tuition and all related fees, other than application fee.
After the program start date, student withdraws or is dismissed (applies to students enrolled in a program delivered solely by distance education):	
<ul style="list-style-type: none"> • Student completed up to 30% of the program. 	Institution may retain up to 30% of the tuition. Institution must refund fees paid for course materials if not provided to the student.

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<ul style="list-style-type: none"> • Student completed more than 30% but less than 50% of the program (based on evaluation provided to student). 	<p>Institution may retain up to 50% of the tuition. Institution must refund fees paid for course materials if not provided to the student.</p>
---	--

Approved Programs – compliance issues

<p>Refund due student enrolled in a program without having met the admission requirements for the program</p> <ul style="list-style-type: none"> • If the student did not misrepresent the student’s knowledge or skills when applying for admission and the registrar orders the institution to refund tuition and fees. 100% tuition and all related fees, including application fees. <p>Institution does not provide a work experience</p> <ul style="list-style-type: none"> • The institution fails to provide the work experience within 30 days of the contract end date, unless the registrar determines the institution was prevented from doing so by circumstances beyond its control. 100% tuition and all related fees, other than application fees.
--

Capital College will pay the tuition or fee refund **within 30 days** after receiving notice of withdrawal or refusal of study permit; providing a notice of dismissal, or the date on which the first 30% of the hours of instruction are provided (no-show).

PRIVATE TRAINING INSTITUTIONS BRANCH

Tel. (604) 569-0033 or 1-800-661-7441
Fax. (778) 945-0606
www.privatetraininginstitutions.gov.bc.ca
PTI@gov.bc.ca

Please be advised that under section 61 of the Private Training Act, the Registrar is authorized to collect, use and disclose personal information in accordance with the Registrar’s regulatory duties under that Act. Accordingly, this institution is authorized to disclose your personal information to the Registrar for regulatory purposes.

This institution is certified by the Private Training Institution Branch (PTIB). Certified institutions must comply with regulatory requirements relating to, among other things, student enrolment contracts, tuition refunds and instructor qualifications. For more information about PTIB, go to www.privatetraininginstitutions.gov.bc.ca "

Refund Entitlement

Refund entitlement is made by the Chief Financial Officer calculated on the total fees due under the student enrolment contract using “Notice of Refund” (see Appendix G-11). Where total fees have not yet been collected, the College is not responsible for refunding more than has been collected to date and the student may be required to make up for fees due under the contract.

Montessori Student Handbook

PRIVACY POLICY

Capital College collects students' personal information for the following reasons:

1. To maintain student records as required by PTIB.
2. To keep students/graduates informed of activities of the college.
3. To issue T2202A in accordance with Canada Revenue Agency.

Confidentiality is pledged to all students regarding their records in accordance with the Freedom of Information and Protection of Privacy Act. Students' personal information is not used for any other purpose. Other than the College administrative staff and the student, the student record is only accessible to the PTIB registrar upon request.

Capital College retains the full student file for a period of eight (8) years following the student's withdrawal, dismissal or graduation. After eight years, the full student record is destroyed using a secure destruction method.

Capital College uploads a copy of the students' enrolment contract, transcripts, and credential to the PTIB appointed third-party vendor: Datawitness Online Ltd. These records are retained for a period of fifty-five (55) years.

Student Record Archiving

Student's files are maintained for a period of eight years following the chart below:

1. Current student's information/documents/course grades/attendance	Hardcopy and computer file
2. New Graduate student's documents/transcript/diploma	Hardcopy (8 years) Computer file (8 years) DataWitness (online contracting and archiving for 55 years)
3. Graduate student's file (after 8 years)	Secured destruction

Procedure for maintaining student files

1. Student personal information is collected before or at the beginning of the program; course-related information are collected throughout the student's attendance at the college. All required information regarding the student is placed in the student file.
2. Student files containing personal information are safely stored in locking file cabinets and access to the student files is limited to the Administrator, the Program Director, and the President.
3. When a student leaves the college either by withdrawal, dismissal or graduation a transcript is prepared showing the marks achieved in the courses completed successfully. If the student has completed all courses within the program of study, a diploma or certificate and/or credential are also prepared. These documents are signed by the Program Director and copies of the signed documents are placed in the student file.
4. Within 60 days of the student of program completion, copies of the enrolment contract, transcript and diploma, or certificate and/or credential for full career training programs are sent to Datawitness Online Ltd. for long-term storage of fifty-five (55) years.
5. After documents are sent for long term storage, the full student file is placed in "inactive - graduated" student storage for three years.
6. At the end of three years, the student file is placed in "closed" storage for further five years.
7. At the end of the eight-year period, the full student file may be destroyed using a secure destruction method.

Procedure for student access to the information on file

1. The student who wishes to access the information in the student file must make the request in writing and setup an appointment during the College business hours.
2. The Administrator will meet with the student to review the file and will provide copies of any document the student requests.
3. The student will pay \$0.10 per page for the documents copied for him/her.

Procedure for authorizing release of information

1. If a student wishes to authorize a third party to access information in his/her student file, he/she must do so in writing providing the following information of the third party: full name, contact number, recent photo, relationship and reason for authorization.

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- The college will not release information to any person other than people authorized by the student to access information unless required to do so by legislation, a subpoena, court order or if release of information is necessary as part of an ongoing police investigation.

NON-DISCRIMINATION POLICY

The programs are non-sectarian and provide all students and staff regardless of race, colour, sexuality, or ethnic origin with all the rights, privileges, programs, and activities generally accorded or made available to students in a school. We do not discriminate on the basis of race, colour, sexuality, disability, or national or ethnic origin in administration of our educational and admissions policies.

STUDENT STATEMENT OF RIGHTS

Capital College is certified with the [Private Training Institutions Branch](#) (PTIB) of the British Columbia Ministry of Advanced Education and Skills Training.

Before you enrol at a certified private training institution, you should be aware of your rights and responsibilities.

You have the right to be treated fairly and respectfully by the institution.

You have the right to a student enrolment contract that includes the following information:

- amount of tuition and any additional fee for your program
- refund policy
- if your program includes a work experience, the requirements to participate in the work experience and the geographic area where it will be provided
- whether the program was approved by PTIB or does not require approval.

Make sure you read the contract before signing. The institution must provide you with a signed copy. You have the right to access the institution's dispute resolution process and to be protected against retaliation for making a complaint.

You have the right to make a claim to PTIB for a tuition refund if:

- your institution ceased to hold a certificate before you completed an approved program
- you were misled about a significant aspect of your approved program.

You must file the claim within **one year** of completing, being dismissed or withdrawing from your program. For more information about PTIB and how to be an informed student, go to:

<http://www.privatetraininginstitutions.gov.bc>.

SEXUAL MISCONDUCT POLICY

Definitions:

Sexual Misconduct is defined as any of the following:

- Sexual Assault
- Sexual Exploitation
- Sexual Harassment
- Stalking
- Indecent Exposure
- Voyeurism
- The Distribution of a Sexually explicit photograph or video of a person to one or more persons, other than the person in the photograph or video without the consent of the person in the photograph or video and with the intent to distress the person in the photo or video.
- The Attempt to Commit an Act of Sexual Misconduct
- The Threat to Commit an Act of Sexual Misconduct

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A Disclosure or Complaint is when the victim/survivor chooses to tell someone at the institution of an incident of sexual misconduct in order to seek support but may not want to make a report to police.

A Report is a formal notification of an incident of sexual misconduct to someone at the institution accompanied by a request for action. A report can be made by anyone, but not limited to the victim/survivor.

Policy:

1. Capital College takes all disclosures, complaints, and reports of sexual misconduct seriously and will respond to them thoroughly and expeditiously, providing appropriate accommodations to the victim/survivor as needed.

2. A student making a complaint of sexual misconduct will be provided with resolution options and, if appropriate, accommodation, and will not be required or pressured to make a report.

3. It is contrary to this policy for this institution to retaliate, engage in reprisals or threaten to retaliate in relation to a Complaint or a Report.

4. Any processes undertaken pursuant to this policy will be based on the principles of administrative fairness. All parties involved will be treated with dignity and respect.

5. All information related to a Complaint or Report is **confidential** and will not be shared without the written consent of the parties, subject to the following exceptions:

- If an individual is at imminent risk of severe or life-threatening self-harm
- If an individual is at imminent risk of harming another
- There are reasonable grounds to believe that others in the institutional community may be at significant risk of harm based on the information provided
- Where reporting is required by law
- Where it is necessary to ensure procedural fairness in an investigation or other response to a Complaint or Report.

Procedure:

1. The process for making a **Complaint** about sexual misconduct involving a student is as follows:

- a. A complaint or disclosure about sexual misconduct involving a student should be directed to Senior Education Administrator Terry Breck, terry@capitalcollege.ca, 604-270-7426.
- b. The alternate contact, in her absence, will be Administrator Office, info@capitalcollege.ca, 604-270-7426.

2. The process for responding to a **Complaint** of sexual misconduct involving a student is as follows:

- a. The Senior Educational Administrator, or alternate, will meet with the student and provide information and support as the situation demands.
- b. If accommodations are required for the safety and security of the student, these will be implemented as much as possible.
- c. If the student needs third-party support and assistance, the school will assist with accessing those resources.

3. The process for making a **Report** of sexual misconduct involving a student is as follows:

- a. A report of sexual misconduct must be made in writing and will include a written statement describing the complaint. This report should be directed to Senior Educational Administrator Terry Breck, terry@capitalcollege.ca, or as an alternate, to Administrator Office, info@capitalcollege.ca.

4. The process for responding to a **Report** of sexual misconduct involving a student is as follows:

- a. Upon receiving a written report of sexual misconduct, the Senior Educational Administrator, or the alternate, will:
 - a. notify the person providing the report that a response to the report is in progress.
 - b. meet with the student, or the person making the report to offer support and to determine what actions, enquiries or investigations may be necessary.
- b. If accommodations are required for the safety and security of the student, these will be implemented as much as possible. These may include:
 - a. Transfer of a student to a different class
 - b. Rescheduling, deferral of assignments or tests
 - c. If the alleged perpetrator or the victim/survivor is an employee, administrative leave or work from home or

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other interim measures may be taken during an investigation.

- c. Except in circumstances where there is a serious safety risk to others, and/or the school has a legal obligation to act, the victim/survivor will be the one to determine what, if any, police reporting actions to pursue.
- d. Any investigations will be conducted with sensitivity and discretion. The school is not mandated to make criminal investigations; however, it does have the responsibility to ensure a safe environment, regardless of whether a criminal investigation is undertaken.
- e. The person making the report may withdraw the report, but the school may continue to act on the matter if it is deemed necessary to protect students.
- f. Depending upon the nature of the report, if it is determined that a third party or outside agent should conduct an investigation, this will be arranged as quickly as possible.
- g. A written Response to the Report will be provided to the student within 30 days of receipt of the written complaint.
- h. The school will implement any actions or corrective measures recommended in the Response to the Report.

Resources:

24 Hour Crisis and Information Line: 604-255-6344

WAVAW Rape Crisis Centre: WAVAW Connect text: 604-245-2425

[Be More Than a Bystander](#) is BC Program to create awareness and urge everyone to “Break the Silence on Violence against Women”.

This institution is certified by the Private Training Institutions Branch (PTIB). Certified institutions must comply with regulatory requirements, including the requirement to have a Sexual Misconduct policy. For more information about PTIB, go to www.privatetraininginstitutions.gov.bc.ca.
[ca/students/be-an-informed-student](http://www.privatetraininginstitutions.gov.bc.ca/students/be-an-informed-student).

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HEALTH AND SAFETY POLICY

Capital College is committed to providing a healthy and safe working and learning environment for all college employees and students. In striving to attain such an environment, the college takes the position of no tolerance for abusive or inappropriate behaviour (including verbal) in the College. Use of the campus facilities is limited to actively enrolled students during regularly scheduled class times and other direct or authorized individuals during the College business hours.

Procedure for Fire Safety

1. The Program Director ensures that adequate fire extinguisher is available as needed throughout the campus and that the fire extinguisher is inspected by a qualified inspector at least annually.
2. The designated institution officer is responsible for preparing and posting emergency exit instructions route maps in each classroom at the campus with the exit from that room specifically noted in a coloured highlight.
3. In the event of a fire emergency, the administrative staff will dial 911 and advise the fire department of the location of the school. They will provide details of the type of fire (if known) and the location of the fire within the campus.
4. The Program Director will advise all staffs, instructors and students to evacuate the campus.
5. Instructors will escort their students to the outside parking areas ensuring that he or she takes the class list with them. The instructor will check the students present against the student list in attendance that day and will immediately advise the Program Director if anyone is missing.
6. The Program Director will act as a liaison between fire officials and staffs/instructors/students during the emergency. If necessary, the Program Director will authorize school closure.
7. No staff, instructor nor student will re-enter the campus until the fire officials have authorized re-entry.

Procedure for Earthquake Safety:

1. The Program Director ensures that adequate precautions are taken throughout the campus to ensure that injury due to falling or unstable items during an earthquake is limited. This may include securing file cabinets to walls and providing lipped shelving for books or binders that are located at or above head-level.
2. The Program Director ensures that all staffs receive training in the school earthquake evacuation procedures.
3. The designated institution officer is responsible for preparing and posting emergency instructions and exit route maps in each classroom at the campus with the exit from that room specifically noted in a coloured highlight..
4. In the event of an earthquake emergency, all staff and students will take cover and remain under cover until the shaking stops.
5. When it is deemed safe to do so, the Program Director will advise all staff, instructor and students to evacuate the campus.
6. Instructors will escort their students to the outside parking areas ensuring that he or she takes the class list with them. The instructor will check the students present against the student list in attendance that day and will immediately advise the Program Director if anyone is missing.
7. The Program Director will act as a liaison between rescue officials and staffs/instructors/students during the emergency. If necessary, the Program Director will authorize school closure.
8. No staff, instructor nor student will re-enter the campus until the rescue officials have authorized re-entry.

Specific Health and Safety Procedures:

1. Non toxic materials, such as non toxic glues, drawing paints, or drawing markers and crayons will be used in the classroom while making materials and working with children

Montessori Student Handbook

2. Emergency escape plan is located on the wall in the front entrance and in each classroom and also in the office. The escape route will be introduced to the students during the student orientation; after student orientation all the safety drills will be practiced every six months.
3. A full set of first aid kit is provided in the lobby and is maintained periodically.

GRADUATION POLICY

The Graduation ceremony is usually held on the third weekend of June each year. Students are required to present their graduation projects in groups at the ceremony graduation project exhibition. Attendance is mandatory to complete the project evaluation as a part of assignment assessment. Students whom are absent for the ceremony and failed to exhibit the graduation project will not graduate from the program even if completing both academic courses and practicum requirements.

Group photos will also be taken at the ceremony in the morning. The student representative from each program will receive a sample diploma on the stage. The college will notify students who successfully completed the program to set up an appointment to receive the official diploma with the Administrator. Students who have not completed the program will still attend the ceremony with classmates; however, the official diploma will be issued only when all the required components of the program have been successfully fulfilled.

If the student wishes to have someone pick up the graduation package for him/her, he/she must do so in writing providing the following information of the third party: full name, contact number, recent photo, and relationship in advance and also complete following surveys and submit to the College:

1. Graduate Questionnaire (see Appendix G-12)
2. Graduate Self-Assessment (see Appendix G-13)
3. Graduate Placement Form (see Appendix G-14)

The third party must also make an appointment with the Administrator for picking up the graduation package and arrive as the appointment confirmed with identification.

Montessori Student Handbook
MONTESSORI STUDENT HANDBOOK ACKNOWLEDGEMENT

**I HAVE READ ALL MATERIAL IN THE HANDBOOK
I AM RESPONSIBLE FOR UNDERSTANDING
AND ABIDING BY ALL THE REQUIREMENTS
OF THE CAPITAL COLLEGE MONTESSORI PROGRAM**

PRINT NAME

SIGNATURE

DATE SIGNED

APPENDIX

APPENDIX G-2: EARLY CHILDHOOD 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 Early Childhood Candidate

AMS grants the AMS Associate Early Childhood Credential when the course graduate has a high school diploma or GED, but not a Bachelor's degree. Country, province 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, and 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 Montessori Early Childhood course who do not have a U.S. Bachelor's 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 a student for the Montessori Early Childhood Teacher Education Program.

By signing, I have read and agree to the above statements.

Student Signature

Date

Program Director Signature

Date

APPENDIX G-3: REQUIRED TEXTBOOK PURCHASING AGREEMENT

I, _____, understand that the Montessori Early Childhood Program requires
(Full Name)

the students to have the required textbook ready for the course. I would like to,

- purchase the textbooks by myself,
- request the college to purchase the textbooks for me, at any cost that the college report to me when they made the order.

I agree and aware that if I do not have the necessary textbook(s) required by each course ready before the course starts. I am willing to withdraw from the specific course and take the course again the next time when the course is offered by the college.

Print Name

Signature

Date

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APPENDIX G-4: OFFICIAL DOCUMENT REQUEST FORM

Send to: Capital College
4400 Hazelbridge Way Unit 540, Richmond, BC, V6X 3R8

Program: ECE-Montessori Montessori-EC Montessori-IT

Student Name _____ *Student ID* _____

Mailing Address _____ *Telephone* _____ *Address E-mail* _____

Fee: \$30 per document – include cash, a cheque or money order

Official Document(s) requested and number of documents requested:

- _____ Letter of Acceptance
- _____ Confirmation of Student Status
- _____ Official Transcript

Total Fee included: _____

Please check one:

- _____ I would like to pick up my official document in person.
- _____ I would like my official document sent to my mailing address.
- _____ I would like my official document sent somewhere else. Please specify below:

Name: _____

Address: _____

I have included the \$30 fee for each document I have requested. I understand it usually takes one week for processing the requested document(s) and requests will be processed once all the required information have been completed and the fees have been paid.

Student Signature _____ *Date Applied:* _____

OFFICE USE ONLY

Issued by: _____ *Date Issued:* _____

APPENDIX G-5: CONFIRMATION OF ADMISSION REQUIRED DOCUMENTS

I, _____ have registered in Capital College's _____ program, and I am required to submit the following documents:

Following the College admission policy, I agree to provide Capital College with completed required documents before the program start date. I understand that if I do not submit the documents before the time limit, the college will have the rights to terminate my student enrolment contract and refund according to the Refund Policy.

By signing, I have read and agree to the above statements.

Student Signature

Date

College Administrator's Signature

Date

Montessori Student Handbook
APPENDIX G-6: TRANSFER CREDIT APPLICATION

Student Name: _____
 Address _____ City _____, **B.C** Postal Code _____
 Telephone: _____ E-mail address: _____

Institution: _____
 Name of Certificate or Diploma: _____

Identify Courses To Be Assessed: (maximum 50% of the total program)

Course Number and Name	Credits/Hours	Fee	For Office Use Only
			Transfer Status

Documentation: _____

Student Signature: _____ Date: _____

OFFICE USE ONLY

Assessment Accepted: Yes No

Cost of Program to be completed: \$ _____

Program Director Signature

Date

Chief Financial Officer Signature

Date

Montessori Student Handbook
APPENDIX G-7: CHANGE OF STATUS

Student Name: _____ Student ID Number: _____

Program: ECE-Montessori Montessori-EC Montessori-IT

Original Starting Date: _____

Change of Status Date: _____

Anticipated Date of Return to Program: _____

Revised End Date: _____

Reason(s): _____

According to our records, you still have the following course components to complete:

I hereby certify that I will make up the above course(s) that I have missed during my study year and by signing this form I understand that I will follow the college policies and I must complete the program of study before _____. (The maximum length of program is 28 months from contract start date)

I understand that there is no guarantee that the College will offer the required courses, and that I will not have another opportunity to make-up any classes that I fail to attend. I agree that if I have not completed my program within the extended period, I will need to re-register in the program and pay the required tuition fees; or will be dismissed by college with an up-to-date transcript.

Student Signature

College Administrator

Date

Date

Montessori Student Handbook
APPENDIX G-9: CONTRACT AMENDMENT FORM

Student Name: _____

Original Student ID Number: _____ Original Program: _____

Original Start Date: _____ Original End Date: _____

Program Fees:

PROGRAM FEES	Old		New	
Registration Fee: (maximum \$150 domestic/ \$250 international) (non-refundable)	CAD \$		CAD \$	
MACTE/ AMS Registration Fee: (subject to change upon notice) (non-refundable)	CAD \$		CAD \$	
Montessori Manuals Fee: (non-refundable)	CAD \$		CAD \$	
Tuition Fee:	CAD \$		CAD \$	
Student Record Archiving Fee: (subject to change upon notice)	CAD \$		CAD \$	
Graduation Fee: (subject to change upon notice)	CAD \$		CAD \$	
Materials and Supplies - Handout Fee: (non-refundable)	CAD \$		CAD \$	
Other Fees Payable: (explain)	CAD \$		CAD \$	
TOTAL AMOUNT PAYABLE UNDER THIS CONTRACT	CAD \$		CAD \$	

New Student ID Number: _____ New Program: _____

New Start Date: _____ New End Date: _____

New Program's Tuition and Fees: CAD\$.00
 Less: Original Program's Tuition and Fees: CAD\$.00
 TOTAL Fees due: CAD\$.00

Program Component:

According to the records, the following course components are completed:

You still have the following course components to complete:

I acknowledge that the information above is correct and I am held to all other terms and conditions as stated in the original contract signed.

Student Signature

Capital College Representative Signature

Date

Date

Montessori Student Handbook
APPENDIX G-10: COMPLAINT/ CONCERN NOTIFICATION

Name: _____

Date: _____

Program: ECE-Montessori Montessori-EC Montessori-IT

I have the following concern:

Student Signature

Date

College administrative staff receiving the complaint/ concern: _____

Action taken by Capital College Program Director (or Senior Educational Administrator):

Program Director (or Senior Educational Administrator) Signature

Date

Action taken by Capital College Vice-President (if forwarded to):

Program Director Signature

Date

Decision made by Capital College Board of Directors (if forwarded to):

Signatures of the Board of Directors

Date

Suggestion made by third party mediator (if forwarded to):

Signatures of the Mediator

Date

Montessori Student Handbook
APPENDIX G-11: NOTICE OF REFUND

Capital College
Administrative Office: 4400 Hazelbridge Way Unit 540
Richmond, BC V6X 3R8

This Notice Is Important. Keep It For Your Records.

Program: ECE-Montessori Montessori-EC Montessori-IT

Student Name _____ *Student ID* _____

Mailing _____ *Address E-*
mail Address _____ *Telephone* _____

		<i>Amount</i>	<i>Details</i>
Tuition Fee	CAD \$		
Materials and Supplies – Handout Fee	CAD \$		
Student Record Archiving Fee:	CAD \$		
Graduation Fee:	CAD \$		
Montessori Manuals Fee	CAD \$		
TOTAL AMOUNT	CAD \$		

Refund Check attached below:

A copy of this form must accompany the refund check.

Chief Financial Officer Signature

Date

Self-Voluntary
 Recommended by Staff
 Referred by Friend
 Others: _____
 -

e) How do you feel about taking both the Montessori ECE programs at the same time?

Able to handle
 Neutral
 Manage with difficulty
 Solution: _____
 -

4. Administration

Satisfied
 Unsatisfied
 Why: _____

5. Academic

a) Teaching Method

Easy to Understand the Course Content
 Hard to Understand the Course Content
 How: _____

b) Workload

Able to handle
 Neutral
 Manage with difficulty
 Suggestion: _____

c) Assessment

Well point to my weakness
 Does not reflect my true ability
 Suggestion: _____

6. Practicum

a) How do you feel about the Practicum Site that was arranged by the College?

Satisfied
 Neutral
 Unsatisfied
 Why: _____

b) How do you feel about your Supervising Teacher?

Satisfied
 Neutral
 Unsatisfied
 Why: _____

c) How do you feel about your Practicum Consultant?

Satisfied
 Neutral
 Unsatisfied
 Why: _____

d) How do you feel about your 9-months practicum experience?

Satisfied
 Neutral
 Unsatisfied
 Why: _____

7. General

a) What do you think are the strengths of the programs from Capital College?

b) What do you think are the weaknesses of the programs from Capital College?

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APPENDIX G-13: GRADUATE SELF-ASSESSMENT

NAME OF GRADUATE: _____

Dear Graduate,

As part of the assessment of our program we must gather feedback to determine if our graduates meet the competencies. We are most grateful for your feedback on the success of the Montessori early childhood training.

Scoring Criteria (circle 4, 3, 2, 1, or 0): 4=Excellent 3=Very Good 2=Average 1=Poor 0=Nonexistent

Knowledge

- 4 3 2 1 0 Knowledge of Montessori philosophy with a focus from age two and half to six;
- 4 3 2 1 0 Knowledge of the understanding in the stages of human growth and development with an emphasis for age two and half to six and evidence of personal growth through self-evaluation and introspection
- 4 3 2 1 0 Knowledge of subject matter on practical life, sensorial, mathematics, language arts, social studies, physical and life science, cosmic education, peace education, and fine and gross motor skills in early childhood level;
- 4 3 2 1 0 Knowledge of community resources of additional support of children and families

Pedagogy

- 4 3 2 1 0 Pedagogy to understand and correctly use the Montessori materials by demonstrate the principles of Montessori environmental curriculum material design
- 4 3 2 1 0 Pedagogy to understand and implement the scope and sequence of each curriculum area and articulates the rationale and sequence of the Montessori curriculum
- 4 3 2 1 0 Pedagogy to understand and implements the prepared environment by design and maintain a developmentally appropriate Montessori environment in response to the needs of children
- 4 3 2 1 0 Pedagogy to understand the need for parent/teacher/family and community partnership and implement this partnership
- 4 3 2 1 0 Pedagogy to understand the purpose and methods of observation and implements a record keeping system by demonstrating observation and analytical skills for planning and recording the progress of children
- 4 3 2 1 0 Pedagogy to understand the needs for planning of instruction, and has a planning journal for instruction
- 4 3 2 1 0 Pedagogy to understand assessment and documentation by utilizing a variety of instructional strategies and assessment methods
- 4 3 2 1 0 Pedagogy to understand the need for reflective practices, and document this
- 4 3 2 1 0 Pedagogy to understand the need for support and intervention for learning differences, and demonstrates knowledge of developmental and behavioural norms and potential recommendations toward early intervention services
- 4 3 2 1 0 Pedagogy to understand culturally responsive methods and utilize cultural sensitivity as it relates to curriculum in communications and work with families and support of the development of individual children

Teaching with Grace and Courtesy

- 4 3 2 1 0 Teaching with grace and courtesy to demonstrate classroom leadership and leadership skills and an ability to implements effective classroom leadership strategies in implementing each curriculum
- 4 3 2 1 0 Teaching with grace and courtesy to authentically assess children using materials
- 4 3 2 1 0 Teaching with grace and courtesy to demonstrate and implement proficiency in applying Montessori principles in the context of the curriculum, didactic materials, and lesson presentation
- 4 3 2 1 0 Teaching with grace and courtesy to demonstrate and implement parent/teacher and family partnership
- 4 3 2 1 0 Teaching with grace and courtesy to demonstrate professional responsibilities and shows an understanding of professional standards, governmental regulations with an awareness of available professional associations
- 4 3 2 1 0 Teaching with grace and courtesy to demonstrate innovation and flexibility and incorporates an understanding of administrative functions

Montessori Student Handbook
APPENDIX G-14: GRADUATE PLACEMENT FORM

Capital College
Administrative Office: 4400 Hazelbridge Way Unit 540
Richmond, BC V6X 3R8

Dear Graduate:

This letter is to inquire about your current employment.

Program: ECE-Montessori Montessori-EC Montessori-IT

Starting and Completion Day of Course: from _____(MM /YYYY) to _____(MM /YYYY)

Please identify the following sectors:

- Currently Employed in Child Care Center Currently Employed in Non-Child Care Sector
 Will be employed in the next 6 months
 Currently Unemployed: Job Hunting Have other goals

Please answer the following section if you are currently employed in child care center:

Child Care Setting:

- Group Child Care 0-18 months Group Child Care 18-36 months Group Child Care 30 months to school
 Preschool Family Child Care Special Needs Child Care Out of School Child Care
 Other: _____

School/City/Province/Country Where Employed: _____

Start Day of Most Current Job: _____(MM/YYYY)

Choose the Option That Best Describes This Position: Full-Time Part-Time On-Call

Approximate Wage per Hour: _____

What's your current position title? _____

Are you planning to stay at your current place of employment? Yes No

Do you intend to open your own child care facility in the next 5 years? Yes No

Do you belong to any professional organization(s)? Yes _____ No

Did you find the training helpful to you in your career? _____

Any further information:

Your responses to the above questions are required for Capital College to successfully complete its report to for Ministry of Advanced Education Private Training Institutions Branch, MACTE and AMS.

Thank you for your time filling out the survey. Please return to the college address above.

We plan on doing the survey every year. Please keep your contact information current with the college.

Name: _____ Phone Number: _____

Address: _____

E-mail: _____

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APPENDIX G-15: EMPLOYER ASSESSMENT ON GRADUATES

Dear School Administrator,

Following the requirement from MACTE's annual report, we must gather feedback from you for the graduate you hired for our program quality and contribute to our early childhood community. To do this, we will be sending an on-line survey link to your contact e-mail address from capitalcollege.survey@gmail.com in September each year. Please help us to fill out the survey within one week after you have received the link. Your support in providing the feedback on your impression to our graduate as an early childhood educator in your school is much appreciated.

Shall you have any advises or suggestions please feel free to contact us via phone at (604) 270- 7426 or e-mail at capitalcollege.ectec@gmail.com.

Sincerely,

Saraphina Yung
Program Director

Please select below if you have or have not hired our graduate for the _____ year.

- Sorry, my school did not hire your graduate this year.
 Yes, my school is currently hiring your graduate.

NAME OF SCHOOL: _____

Scoring Criteria (circle 4, 3, 2, 1, or 0): 4=Excellent 3=Very Good 2=Average 1=Poor 0=Not Observed

Professional Responsibilities

- 4 3 2 1 0** Responsibility (including punctuality, reliability and professional demeanour).
4 3 2 1 0 Knowledge of the philosophies in Montessori and early childhood field.
4 3 2 1 0 Readiness in daily routines and activities (including teaching and assisting children with needs).
4 3 2 1 0 Desire to learn (seek support when needed, demonstrate initiatives & reflect on input).
4 3 2 1 0 Ethic obligations towards children, families and other professionals (confidentiality, positivity & respect).

Inter-Personal Skills

- 4 3 2 1 0** Communication with and between children (encourage and model positive non-judgemental communication skills).
4 3 2 1 0 Appropriate communication with other staff and teachers (willing to take suggestions and directions, contribute ideas and information, respect and communicates the philosophy and rules of the school, use of appropriate problem-solving strategies).
4 3 2 1 0 Appropriate communication with families and other professionals (follow the school's protocol when communicating with families and other professionals with respect, acceptance and attitude of inclusion).

Program Planning

- 4 3 2 1 0** Curriculum/ activity planning meeting the school philosophy and school/ child development appropriate.
4 3 2 1 0 Environment set up and material designing.
4 3 2 1 0 Observation and documentation on children's development growth in each aspect.

Comment/ Suggestions

APPENDIX P-1: SAMPLE JOB DESCRIPTION – PRACTICUM

This sample job description may be used by the Supervising Teacher and Student in formulating the student job description. These responsibilities are offered as suggestions; they in no way should limit reasonable expectations of the Supervising Teacher or Student. The job description should be established prior to the practicum, and may be reviewed and adjusted as needed. If questions arise please contact the College Administrator.

The Student is responsible for:

1. Arriving and departing at the times agreed upon by the Student, the Supervising Teacher and the school site.
2. Assisting in the preparation of the environment at an agreed upon time prior to the arrival of the children.
3. Assisting in the arrival and departure phases of the day.
4. Assisting in daily cleaning of the class.
5. Assisting in preparation and in rotation of appropriate shelf activities.
6. Assisting in the maintenance of an orderly and attractive environment.
7. Assisting in the maintenance of accurate attendance records.
8. Assisting in the assessment of the growth and development of each child.
9. Observing, participating and if appropriate conducting conferences and parent meetings.
10. Following established lines of communication and procedures.
11. Following the school policy for notification for absences due to illness. Any other absences require notice to both the practicum site and Capital College.
12. Assisting the Supervising Teacher and the Practicum Consultant to organize suitable times for observations.

Montessori Student Handbook
APPENDIX P-2: PRACTICUM SITE AGREEMENT

FOR ADMINISTRATOR TO COMPLETE AND RETURN:

Student Teacher's Name:

Administrator's Name:

School Name:

E-mail:

Telephone:

1. Is your school AMS-affiliated? Yes AMS Affiliation # _____ No
2. Does your school have a non-discriminatory policy for students and staff? Yes No
3. Will the school communicate to the student teacher and the College its administrative policies and guidelines relating to the Student Teacher in writing? Yes No
4. Does the site provide a job description and a contract of agreement? Yes No
If so, does the job description or agreement include the nature and type of remuneration given the student teacher? Yes No
5. Does the school agree to cooperate with the College in matters relating to the practicum such as five release days one hour discussion time following each observation by the Practicum Consultant? Yes No
6. Does the school agree to only ask Student Teacher to provide service listed in the job description and contract of agreement? Yes No
7. Is there a full age span of children (2½ -6) in the classroom in which the Student Teacher shall be working? Yes No
8. Is there a full set of Montessori early childhood materials in the classroom in which the Student Teacher shall be working? Yes No
9. **For Supervised Practicum:** Does the school agree to have the assigned Supervising Teacher to supervise the Student Teacher in the classroom full-time? N/A Yes No

For Self-Directed Practicum: Does the school agree to sign the Student Teacher's attendance record to certify the truth of the Student Teacher's practicum hour on-site?

N/A Yes No


Signature


Date

Montessori Student Handbook
APPENDIX P-3: PRACTICUM SITE INFORMATION

Name of Teacher Education Program: **Capital College**

Level: **Montessori Early Childhood**

****Please complete all areas****

A. IDENTIFICATION OF SITE

Name of School _____ Telephone/Fax _____

Address: _____ City: _____ Postal Code _____

Opening Hours: _____ Best Time to Contact: _____

Name of Contact Person: _____ E-mail: _____

Licensed by (list date of expiration and licensing agency, e.g., city of, province of, department of):

Accreditation (agency, status, date): _____

Affiliations _____

Organization: Public (Name of district) _____

Private: _____ Nonprofit Corporation _____ Propriety (Owner's Name) _____

B. PERSONNEL

Name, title of owner/operator _____

Name, title of administrative head _____

Name, title of academic head _____

Enter the number of: Full-time Part-time Total

Directing Teachers _____

Assisting Teacher _____

Supportive Personnel _____

C. DESCRIPTION OF SERVICE

Number of classrooms in your facility _____ License capacity _____

PROGRAM LEVEL # of classes # of children Type of program

Infant (Birth -18 months) _____

Toddler (18 months – 3 years) _____

Early Childhood (2½ -6 years) _____

Other _____

What kind of grouping is used within a class (e.g., vertical or un-graded, chronological or other)?

Further explanation/comments:

APPENDIX P-4: SUPERVISING TEACHER INFORMATION AND AGREEMENT

For Supervising Teacher to complete: *(Does not need to fill out this form for self-directed practicum student)*

Supervising Teacher Name: _____
(Please Provide a Copy of your Montessori EC Credential under MACTE Accredited Program)

Name of School: _____

Student Teacher: _____

1. How many years have you been a teacher in a Montessori 2½ - 6 classroom? _____
2. Will you be available once a week to consult with the Student Teacher? Yes No
3. Are you willing to provide experiences for the student teacher in the following areas?
 - 1) Preparation and Management: of indoor and outdoor environment-make sure cleanup is a team effort
 - 2) Observation and Recording: observing, responding/planning, assessing and 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 term compatibility and problem-solving techniques.
 - 8) Help student to understand that some schools implement the Montessori Philosophy in different ways.

Yes No
4. Will you be able to schedule monthly review sessions to assess progress in the above areas? As well reviewing the Activity Plan, Presentation checklist, and Record keeping procedure?

Yes No
5. Will you be able to complete the required practicum assessments in the schedule provided?

Yes No
6. Will you inform the College of any difficulties in the professional performance of the Student Teacher?

Yes No
7. Will you be able to supervise the Student Teacher in the classroom full time on a direct and daily basis? And sign the attendance record?

Yes No
8. Will there be more than two (2) Student Teachers that you supervise in the same classroom?

Yes No
9. Will you like to attend the College's annual graduation ceremony to see the progress the students have made and review their graduation projects? *(Graduation Ceremony usually held on the third Saturday of June, formal invitation will be send with the Student Teacher in the Spring).*

Yes No

Signature

Date

Montessori Student Handbook
APPENDIX P-5: LETTER TO SUPERVISING TEACHER

Dear Supervising Teacher,

Thank you for agreeing to accept the supervisory responsibility for a Student Teacher for the coming year. Administratively there are the following documents which we are required to have on file:

1. Supervising Teacher Information and Agreement
2. Copy of your Montessori Early Childhood Credential (MACTE-accredited)

Your prompt completion and submission of the documents is appreciated and insures the practicum site will meet the requirements. Please return the above documents in a sealed envelope to the student teacher.

Daily, or at a minimum, weekly meetings are required so that understanding is achieved, and skills are refined through discussion of daily classroom events.

Your Formative Assessment Report of the Student Teacher occurs in December and March, and the Summative Assessment Report occurs in June. After the completion of each report please give to the Student Teacher in a sealed envelope. It is important that you complete and give the required reports on or before due date so the Student Teacher can successfully continue and complete their practicum.

The Practicum Consultant will visit *minimum of three (3) times* during the school year. Following each one-and-a-half-hour observation of the Student Teacher a half hour to an hour time is needed for consultation and discussion. Please plan ahead for this release time. Also, if you have questions of concerns to be addressed, or if you have a particular focus for the observation, contact the Practicum Consultant prior to the visit.

Additionally, the Student Teacher is required to have *minimum 15 minutes to observe the class every day* and must attend the practicum seminars at the college. As well three to four days of release time are required for observations at other schools. Seminar schedule will be provided by the Student Teacher.

If we can be of service to you at any time during the year, please do not hesitate to contact us. We are working toward the mutual goal of providing a satisfactory year of growth and development for the student. We trust that in return you will receive knowledgeable, competent support in the classroom.

Thank you for assuming the supervisory responsibility. You are cordially invited to join any of our seminars and graduation ceremony during the school years.

Practicum Consultant Visit Schedule

1 st Visit	Usually Between November 1 to December 1
2 nd Visit	Usually Between March 1 to April 1
3 rd Visit	Usually Between May 1 to June 1

Sincerely,

Saraphina Yung
Program Director

Montessori Student Handbook
APPENDIX P-7: PRACTICUM GUIDELINES

First Month

1. Get familiarized with the classroom environment, move smoothly in the routine and know all the children's names.
2. Observation in the classroom and record any activities or events daily in the planning journal.
3. Learn and help reinforce daily ground rules.
4. Review and practice materials in Practical Life area.
5. Maintain daily cleaning schedule by helping with shelf cleanings every day.
6. Begin to present Practical Life materials to group or individual.
7. Attend any staff meetings, parent evening, or school events if any. (ask supervising teacher if this is ok)

Second Month

1. Discuss the daily routine with the supervising teacher(s). What is smooth and why? What is not smooth and why? How to make improvement?
2. Reinforce ground rules and attend to order of the material (all pieces of material on table or rug, all pieces upright with top to bottom, left to right sequence).
3. Review, practice and present materials in Practical Life and Sensorial area.
4. Maintain daily cleaning schedule by helping with shelf cleanings every day.
5. Observation in the classroom and record any activities or events daily in the planning journal.
6. Participate in any school events if any.
7. *Start to plan and make a minimum of 2 materials/activities in Practical Life areas*

Third Month

1. Review routine with supervising teacher(s).
2. Reinforce ground rules, attend to the order of the materials and match child to appropriated materials.
3. Continue to review, practice and present materials in Practical Life and Sensorial areas.
4. Maintain daily cleaning schedule by helping with shelf cleanings each day.
5. Observation in the classroom and record any activities or events daily in the planning journal.
6. Participate in any school events (i.e. field trip) if any.
7. *Continue to plan and make a minimum of 3 materials/activities: two in Practical Life area and one in Sensorial area.*

Fourth Month

1. Review routine with supervising teacher(s).
2. Reinforce ground rules, attend to the order of the materials and match child to appropriated materials.
3. Continue to review, practice and present materials in Practical Life and Sensorial areas. *If possible start to present Language materials to individual or small group.*
4. Maintain daily cleaning schedule by helping with shelf cleanings each day.
5. Observation in the classroom and record any activities or events daily in the planning journal.
6. Participate and actively involved in any school events (i.e. field trip) if any.
7. Begin to plan and lead part of the group time at least once a week. (songs, story, etc)
8. *Continue to plan and make a minimum of 4 materials/activities: one in Practical Life, two in Sensorial area and one in Language Arts area.*

Fifth Month

1. Plan and direct a transition for a new routine if any (field trip or lunch).
2. Reinforce ground rules, attend to order, and match child to appropriate material.
3. *Continue to review, practice and present Practical Life, Sensorial and Language Arts materials. If possible start to present Math materials to individual or small group.*
4. Maintain daily cleaning schedule by helping with shelf cleanings each day.
5. Plan and lead part of the group time at least twice a week if possible.
6. Observation in the classroom and record any activities or events daily in the planning journal.
7. *Continue to plan and make a minimum of 4 materials/activities in Practical Life, Sensorial, Language Arts and Math area.*

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Sixth Month

1. Plan and direct a transition for a new routine if any (field trip or lunch).
2. Reinforce ground rules, attend to order, and match child to appropriate material.
3. *Continue to review, practice and present Practical Life, Sensorial, Language Arts and Math materials to individual or small group.*
4. Maintain daily cleaning schedule by helping with shelf cleanings each day.
5. Continue to plan and lead part of the group time at least twice a week if possible.
6. Observation in the classroom and record any activities or events daily in the planning journal.
7. *Continue to plan and make a minimum of 5 materials or extensions activities: one in Practical Life area, one in Sensorial area, two in Math area and one in Language Arts area.*

Seventh Month

1. Plan and direct a transition for a new routine if any (field trip or lunch).
2. *Continue to review, practice and present Practical Life, Sensorial, Language Arts and Math materials to individual or small group. Start to present materials in Social studies, Physical and Life Science areas.*
3. Maintain daily cleaning schedule by helping with shelf cleanings each day.
4. *Continue to plan and lead group time three times a week if possible.*
5. Observation in the classroom and record any activities or events daily in the planning journal.
6. Continue to plan and lead part of the group time at least three times a week if possible.
7. Involve actively in planning a field trip if any, assuming responsibility for parts of the trip.
8. *Continue to plan and make a minimum of 5 materials or extensions activities in Practical Life, Sensorial, Math, Language Arts and Culture area (Social Studies or Physical and Life Science).*

Eighth Month

1. Review routine with supervising teacher(s). Plan and direct transitions.
2. *Continue to review, practice and present materials for all curriculum areas every day.*
3. Maintain daily cleaning schedule by helping with shelf cleanings each day.
4. Plan and lead group time every day if possible.
5. Observation in the classroom and record any activities or events daily in the planning journal.
6. Continue to involve actively in planning a field trip or school event if any, assuming responsibility for all aspects of the trip or event.
7. *Continue to plan and make a minimum of 5 materials or extensions activities in Practical Life, Sensorial, Math, Language Arts and Culture area (Social Studies or Physical and Life Science).*

Ninth Month

1. Review routines with supervising teacher. Plan and direct transition for an up-coming, once a year event if any.
2. Overview of ground rules, attends to order, and match child to appropriate material.
3. Continue to renew, practice, present and design materials for all curriculum areas every day.
4. Maintain daily cleaning schedule by helping with shelf cleanings each day.
5. Observation in the classroom and record any activities or events daily in the planning journal.
6. Plan and lead the entire group time every day if possible.
7. Volunteer few hours per week in the school office if possible: answer phones, set up student and teacher files, identify questions asked by prospective parents, and polish responses.
8. *Continue to plan and make a minimum of 2 materials or extensions activities in Culture area (Social Studies or Physical and Life Science).*

APPENDIX P-8: COURTESIES FOR OBSERVING AT CHILD CARE CENTER

1. Make an appointment with the preschool/ day care that you would like to observe at least one week before the date.
2. When making an appointment, be sure to be polite; state clearly on your purpose, where you are from and if the school is open for observation.
3. On the date of observation, be sure to arrive the site at least 10 minutes before the appointed time, and introduce yourself to the teachers generously. Thank them for letting you to observe at their school.
4. If the directress has informed you to stay at a specific place, please do not walk around in the classroom. Even if the directress has said that you are free to explore the classroom, it is best to not walk around when the class has started.
5. **REMEMBER:** we are only the observer. It is our responsibility to not disrupt the class in each and every way, including talking to children, or the directress(s), touching the materials in the room, making noises...etc. Even though we are just observers, we need to show our professionalism as future Early Childhood Educators.
6. **TIP:** You may want to bring a notebook and a pen when you do your observation. Record down what you see in detail is the basic skill of an observer. You may have a very good memory, however, there is always something that you might have missed out. So, bring your equipment and go to work!
7. Prepare something for the school that you are going to observe: a thank-you card, flower(s) or plant(s), even something that you made (but in good quality) will do. You may also have something you think that can be added to the school. By bring them something, not only show them your appreciation, but also a respect of a school.



Capital College

4400 Hazelbridge Way Unit 540, Richmond, B.C. Canada V6X 3R8

TEL: (604) 270 – 7426 / (604) 270 – 7476

www.capitalcollege.ca E-mail: info@capitalcollege.ca

APPENDIX P-9: INTRODUCTION LETTER FOR OBSERVATION

RE: School Observation

Dear School

Administrator,

We would like to introduce to you our students from Capital College in hopes that you will allow them to do observation in a licensed child care setting where they can learn the skills to prepare their future career in the early childhood field.

It is important to note that all our students have met the program requirement; their criminal records are clear and are healthy to work in a childcare facility.

Please feel free to contact us at 604-270-7426 or e-mail us at: capitalcollege.ectec@gmail.com if you have any questions.

Thank you.

Yours

truly,

Saraphina Yung
Program Director

May 25, 2022