



## **STUDENT HANDBOOK**

**2021 - 2022**

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## **TEACHER TRAINING COURSE IN MONTESSORI EDUCATION AND CHILD**

### **DEVELOPMENT**

*This training course at the Montessori Education Center of São Paulo focuses on early childhood education ages 3 to 6 years. The course is recognized by the Montessori Accreditation Council for Teacher Education, MACTE, in the United States. You will find more information at [www.macte.org](http://www.macte.org). This course is recognized by the Montessori Organization of Brazil (OMB), [www.omb.org.br](http://www.omb.org.br) CEMSP also partners with Instituto Singularidades offering an Extension Course.*

#### **Vision**

Our vision is to provide an innovative training course that transforms the professional vision and perspective of teachers on how children learn.

#### **Our Mission**

CEMSP views the training of early childhood teachers as a professional responsibility. Our goal: to offer a specialized training for teachers, focused on human development and learning for the early childhood years. We view Montessori philosophy and methodology as the path to this end. The development of teachers who are educated in child development, reflective in their own practice and who have in-depth knowledge of Montessori philosophy and practice is the priority focus of our work.

#### **Target Audience**

Teachers trained in Early Childhood Education or Elementary Education; educators and coordinators, including experts in the field of childhood education, teachers, researchers and potential multipliers.

Have a full university degree.

Participate in the Selective Process.

**Should the current situation of the Coronavirus 19 pandemic continue, the course content for next phases may be conducted online instead of in person.**

Presentations, group work sessions and discussions are planned for a virtual environment. The chosen platform is Zoom. Students will have specific information about this connection and will have an opportunity to test the Zoom system before starting classes. Questions about the technology and each individual connection will be resolved during the test classes. Students will receive individual communications with details about the day of the test.

You will have support from technology assistants during classes and tests to resolve questions.

As the virtual environment is new for this course, we will share rules and suggestions for the best participation of all.

- Build trust in an environment where we can have courageous conversations. Trust the team and colleagues to do their best.
- Use our time well, in a different way, to learn. We will extend our horizons, even if we stay at home.
- Respect the virtual environment using the chosen platform appropriately. We ask for connected video and muted microphone during presentations by speakers and everything open during small groups to facilitate dialogue.

## **GENERAL STRUCTURE OF THE COURSE:**

### **Academic phase July 2021 - July 2022**

#### **Practicum phase July 2022 - 2023**

##### **Phase 1 - 100 hours, (Monday to Saturday from 8h to 18h)**

10 hours of class observation and reflection on the classroom  
6 hours of theory: child development, learning theories, Montessori philosophy, history of early childhood education, observation techniques in the classroom, self-knowledge  
34 hours curriculum techniques: practical life, sensorial education, art education  
10 hours of practical work with teaching materials

##### **Phase 2 - 100 hours, (Monday to Saturday from 8h to 18:00)**

10 hours of class observation and reflection on the classroom  
26 hours of theory, class management, self-knowledge  
8 hours curriculum techniques: music education  
46 hours curriculum techniques: language and math  
10 hours of practical work with teaching materials

##### **Phase 3 - 100 hours, (Monday to Saturday from 8h to 18h)**

10 hours of class observation and reflection on the classroom  
25 hours of theory: Montessori philosophy, development phases, class management, self-knowledge  
55 hours of technical curriculum: history, geography, science and motor development  
10 hours of practical work with teaching materials and advanced mathematics

- A table with dates, times, and content is available at the start of each module:  
<https://alunos.metodomontessori.com.br>
- Syllabi on each subject are available:  
<https://alunos.metodomontessori.com.br>

Lectures are presented in groups of up to 45 students. In general, for presentations students are divided into groups of up to 25 students.

#### **Internship:**

After the second phase of the course, the student may begin the internship of 400 hours in a Montessori Preschool classroom, approved by the directors of the course. Supervising teachers must be Montessori experienced and trained and in their second year of teaching after completion of the Montessori credential. In the case that the classroom teacher does not have

AMS, AMI or other accredited certification, the director of the program must have these qualities and will serve as an additional mentor, communicating with the directors of CEMSP. A journal of classroom observations is kept monthly during the course of the internship. Three internship visits and orientation will be given by CEMSP's teachers during the internship. The third internship visit will be given after all the work from phases 1 and 2 of the course have been delivered. The cost of visits to schools outside of São Paulo will be charged according to the distance in kilometers, paid by the student or by the school.

**Other work required:**

Reading, reflection, school visits and observations, making materials and making the teaching practice albums are required during the training period. The final piece of work will be a thesis (Action Research) focused on the development of a particular child. Throughout the course evaluations will be made and a final exam will be given at the end of the course.

Rubrics of expectations are available on the student website for each phase and each assignment. Assignments are evaluated as adequate or inadequate/complete or incomplete. Assignments requiring revision should be delivered within one month after evaluation. Check the site for student performance evaluation and criteria for completion:

<https://alunos.metodomontessori.com.br/projetos-fase-1.html>

The student has up to four years from the beginning of the course to complete all course requirements and to receive the certificate of completion. A request for an extension after this date should be made to the directors of the course. Prolonged time may be granted at the discretion of the directors of the course.

A recommendation for the granting of certification from the Curso de Formação Montessori is made by the directors of the Centro de Educação Montessori after receipt of all requirements.

**Certificate:**

The CEMSP Montessori Training Course is recognized by the Montessori Accreditation Council for Teacher Education (MACTE). With the completion of the course, internship and all coursework, the student will receive a certificate recognized by MACTE both in the United States and globally.

See more: [www.macte.org](http://www.macte.org)

Contact: Accreditation Council for Teacher Education, 420 Park Street, Charlottesville, VA 22902. Phone: (434) 202-7793, [info@MACTE.org](mailto:info@MACTE.org).

An Extension Course with Singularidades Institute is available to students. The student receives a certificate for the areas studied. The advantage of the extension course is the recognition of your professional development during each module. For more details, contact the course administrators.

With the three phases of the course, the internship and assignments completed, the student will receive a certificate recognized by the Brazilian Montessori Organization (OMB). See more: <http://omb.org.br/>

To obtain a certificate of course completion, 90% attendance in class/hours is required.

Students who choose to complete the three phases of the course without an internship will receive a letter of recognition of the academic course hours completed.

*CEMSP is a non-discriminatory organization. CEMSP does not discriminate based on race, color, religion, national origin, sex, age or disability in admission, employment or access to its programs and activities.*

### **To Enroll in the Course:**

Registration Forms can be found on the website [www.metodomontessori.com.br](http://www.metodomontessori.com.br). The forms are available on specific dates reported on the site.

For a place in this course the participant must fill in the registration form with the appropriate information and send it to the directors of the Montessori Education Center of São Paulo.

A place in the course will only be guaranteed after a telephone interview by the course directors and after receipt of proof of payment.

When the bank deposit has been made, proof of payment (identified by the student's name) should be sent to :[financeiro@metodomontessori.com.br](mailto:financeiro@metodomontessori.com.br)

### **APPLICATION/ADMISSION REQUIREMENTS AND SELECTION PROCEDURES**

CEMSP's objectives are to provide a training program that focuses on the improvement of educational practice for Montessori teachers and teachers in general, who wish to enhance their practice in Early Childhood education.

The admission requirements are explicit to the Registration Form on the CEMSP's Website Home Page: [www.metodomontessori.com.br](http://www.metodomontessori.com.br).

The candidate needs to have completed, a university degree, preferably, but not exclusively, in education.

The candidate must provide two contact numbers for reference.

The candidate will be interviewed by the directors of CEMSP.

Should the candidate not meet one or more of the published admission requirements, an interview by the directors, a letter of intent, written by the candidate, and references from the referees will be the decisive factors to determine enrolment.

## **TRANSFER OF CREDIT POLICY**

Only classes taken through courses which are accredited by MACTE (Montessori Accreditation Council for Teacher Education) will be considered.

## **ATTENDANCE POLICIES AND ABSENCES**

To obtain a certificate of course completion, the student is required to be present for 90% of class / hours.

The administration keeps track of attendance and absences.

If absent for reasons considered legitimate (work commitments or poor health) provision will be made for a student to make up the clock hours missed through: meetings and workshops or relevant reports directly related to missed Montessorian content. Information for this report will be provided through videos or readings.

## **STUDENT SUPPORT SERVICES**

### **Academic Advisement, Non-Academic Counseling and Health Care**

Academic advisement is provided by the directors. During the phases of the course held at Graded School, there is always a nurse on duty and she is available to attend anyone present on the school grounds for emergency support, or for outside reference. The specific school nurse is on duty from Monday through Friday for consultation for both health care and counseling. Any need for intervention is referred to private or state professionals.

## **POLICIES AND PROCEDURES FOR WITHDRAWAL, DISMISSAL AND CANCELLATION**

### **Withdrawal - Modules 1, 2 or 3**

#### **Withdrawn before classes start:**

If a student withdraws before classes begin, he must inform the CEMSP principals in writing. If the withdrawal is made up to two months before the start of the phase (October 31 or April 30), 100% of the course fee will be refunded within 2 months from the date of notification. After this period, the student will be reimbursed at 85% of the monthly fee paid. 15% of the fees will be retained to cover the costs of administrative materials and services. The refund will be made within two months from the date of notification.

#### **Withdrawn after classes start:**

If a student withdraws before the completion of 50% of the one-phase course program, the student may return later to replace these classes at no additional cost. If the student withdraws permanently, informing the directors of CEMSP in writing, the student will be reimbursed proportionately only for unaccompanied classes, minus 15% for administrative fees. The refund will be made within 2 months of the date of written notification.

If a student withdraws after completing 50% or more of an academic module, they will not be entitled to any refund.

#### **Official withdrawal date:**

The official withdrawal date will be the last day of participation recorded as follows:  
When CEMSP receives written notification of the student's intention not to continue attending the course.  
When a student does not attend classes for six (6) days for a given module of the course, without notification to the directors of CEMSP.

#### **Dismissal:**

Dismissal from the CEMSP training course is considered a last resort in case of violation of the CEMSP Code of Ethics (Student Manual, pages 12 and 13). Intervention and reconsideration pending a change in attitude will be the first step taken. Students who are excused from the course for violating CEMSP's published policies will receive written and personal notification. Students will be reimbursed proportionally only for unaccompanied classes, minus 15% for administrative fees. The refund will be made within 2 months of the date of written notification.

**Course cancellation by management:** This includes the commitment of course administrators to complete the study cycle of the last cohort of participants.

**DISCLAIMER**

**CAREER INFORMATION AND OPPORTUNITIES**

CEMSP's objectives do not include placement or hiring in a Montessori school or other private or public preschools. CEMSP's objectives also do not include opportunities for career advancement or salary increases at a Montessori or other private or public preschools.

We use CEMSP's Facebook page to inform our students about job opportunities at Montessori Schools and opportunities for international experiences for our students.

## **GRIEVANCE POLICIES AND PROCEDURES**

Student or faculty concerns should be addressed, in writing via e-mail, to both directors of the course. A specific time and venue will be scheduled for a joint private hearing of grievances, with the intent to arrive at an amicable solution.

To contact the directors of the course:

Paige Geiger: [paige@metodomontessori.com.br](mailto:paige@metodomontessori.com.br)

Marion Wallis: [marion@metodomontessori.com.br](mailto:marion@metodomontessori.com.br)

MACTE reviews complaints that relate to a program's compliance with the Quality Principles and Standards. MACTE is interested in the sustained quality and continued improvement of Montessori teacher education programs but does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admission, appointment, promotion or dismissal of faculty, staff, or adult learners.

MACTE does not investigate anonymous complaints. A copy of the appropriate Standards and/or the MACTE policy and procedure for submission of complaints may be obtained by contacting the MACTE office at 420 Park Street, Charlottesville VA 22902, Phone: 434-202-7793, Fax: 888-525-8838, E-mail: [info@macte.org](mailto:info@macte.org), website: [www.macte.org](http://www.macte.org)

## CEMSP - CODE OF ETHICAL CONDUCT

As an institution dedicated to the search for truth through teaching and scholarship, CEMSP is committed to excellence and integrity in all its endeavours. In this way, CEMSP will maintain the trust and confidence of the student body and educational community. CEMSP's reputation is one of its most valuable assets.

CEMSP's directors, faculty and students are expected to undertake their responsibilities with diligence and professionalism and to comply with the highest standards of honesty, integrity, and fairness. This includes, but is not limited to the following:

**Being respectful of the rights of others.** The directors, faculty and students of CEMSP will not use their position for personal interest, personal gain, or grant unwarranted benefits to anyone.

**Forthright in all dealings with members of CEMSP's community.** All decisions and actions of the directors, faculty and students are to be made for the sole purpose of advancing the best interests of CEMSP and the public good.

**Fair Dealings.** Representatives are required to act honestly, in good faith, and with professionalism. No representative may take unfair advantage of another person through harassment, manipulation, abuse of privileged information, misrepresentation of material facts, or any other unfair practice.

**Protection and Proper Use of CEMSP Assets.** CEMSP's rented facilities and equipment should not be used for non-CEMSP business, although incidental personal use may be permitted. The obligation of the directors, faculty and students to protect CEMSP's assets includes, but is not limited to, its proprietary information. Proprietary information includes intellectual property such as patents, trademarks, and copyrights, as well as course material, business plans, databases, records, and any unpublished financial data and reports. Unauthorized use or distribution of this information violates CEMSP policy.

**Confidentiality.** Representatives are required to protect the privacy of confidential information and comply with all applicable laws, rules, and regulations. The directors, faculty and students must maintain the confidentiality of all personal information entrusted to them. Confidential information includes all non-public information that might be of use to third parties or harmful to CEMSP if disclosed; it also includes information that third parties have entrusted to CEMSP. The obligation to preserve confidential information continues even after the end of each phase of the course.

**Use of Information.** The directors, faculty and students of CEMSP will not use non-public information to obtain any benefit for themselves or an immediate family member. To be public, information must be broadly disseminated, not just available. Students have the right of access to their own student records held by CEMSP. All rights and responsibilities regarding student records are governed by the Foundation for Consumer Defense and Protection.

**Reporting Violations.** CEMSP's directors, faculty and students are required to report promptly any known or suspected violations of this Code of Ethics to the Directors of CEMSP. No retaliatory action of any kind will be permitted against anyone making such a report in good faith.

**Accountability for Violations.** If the Administrators determine that this Code of Ethics has been violated, including by failing to report a violation or withholding information, these conducts may be reported to outside authorities, or result in the student being removed from CEMSP's course.

**Disclose before Acting.** The directors, faculty and students of CEMSP will refrain from acting when there is potential for a violation. When in doubt, they will seek guidance.

**Guidance.** CEMSP's directors, faculty and students must work together to ensure prompt and consistent enforcement of this Code of Ethical Conduct. In some situations, it may be difficult to know if a violation has occurred. Because it is impossible to anticipate every situation that will arise, it is important that CEMSP's directors, faculty and students meet to discuss a new question or problem, seeking outside counsel if deemed necessary

### Checklist of Student Work

#### Centro de Educação Montessori de São Paulo

Name:

Cohort:

MACTE Completion Date:

Work	Delivery Date	Revision	Complete
<b>Phase 1</b>			
Reflections Self-Knowledge - Beliefs	Phase 1		in class
5 Samples - Practical Life Album	Phase 1		
5 Samples - Sensorial Education Album	Phase 1		
Practical Life Album - Complete	Until Phase 2 date on site		
Sensorial Album - Complete	Until Phase 2 date on site		
Art Album – Complete	Until Phase 2 date on site		
Table of Child Development 0-6 years	Until Phase 2 date on site		
Group Debate - “The Secret of Childhood”	Phase 1		in class
Group Debate - “Educational Thinkers and Maria Montessori”			in class
<b>Material to Make</b>			
Sensorial Material 1 sample made in Phase 1	Phase 1		in class
Practical Life Material 1 sample made in phase 1	Phase 1		in class
<b>Phase 2</b>			
Reflections Self-Knowledge - Language	Phase 2		in class

5 Samples – Language Album	Phase 2		
5 Samples – Mathematics Album	Phase 2		
Language Album - Complete	Until Phase 2 date on site		
Mathematics Album - Complete	Until Phase 2 date on site		
Music Album - Complete	Until Phase 2 date on site		
Child Study Thesis	Until end of course		
Group Debate – “The Absorbent Mind”	Phase 2		in class
<b>Material to Make</b>			
Language Material One sample made in phase 2	Phase 2		in class
Mathematics Material 2 samples of counting activities	Phase 2		in class
<b>Phase 3</b>			
Reflections Self-Knowledge - Emotions	Phase 3		in class
Motor Development Album - Complete	Until end of course (date on site)		
Science Album - Complete	Until end of course (date on site)		
Geography Album - Complete	Until end of course (date on site)		
History Album - Complete	Until end of course (date on site)		
Administration Album - Complete	Until end of course (date on site)		
<b>Material to Make</b>			
Geography Material - 1 project sample	Phase 3		in class

History Material - 1 project sample	Phase 3		in class
Science Material 2 samples (cards and an experiment)	Phase 3		in class
Group Debate – “Education For Human Development “ Mario Montessori Jr.	Phase 3		in class
Essay: The 5 Pillars of Montessori Education	Until end of course		
Final Written Evaluation	End of 3 <sup>rd</sup> Phase		
Final Practical & Oral Evaluation (with albums delivered)	Individual date		
<b>Other</b>			
School Visits (3)	Until end of course		
Internship (400 hours) with Agreement, Hours & 3 months of diaries with 3 weekly entries.			
Hand in University degree documents			
Thesis - Child Study (Action Research)			