

Seacoast Center

Box 323 Greenland NH 03840

Tel/fax: 603-590-6360

www.seacoastcenter.com

Dear Administrator:

We have been advised that your school is acting as a practicum site for _____ during the coming school year. It is our hope that the training experience will supply a firm foundation for her/his growth as a Montessori elementary teacher.

We ask you to take a few minutes to review the enclosed guidelines provided by the American Montessori Society stated below and to indicate your willingness to act in accordance with AMS requirements during this individual's practicum. Additional information regarding Seacoast course requirements is available to you upon request. We also ask you to keep in mind that an intern who undertakes a practicum year after the first summer has completed only one-half of the training cycle, and has not yet developed many of the skills that will become inherent with time and further support. Mistakes are a necessary experience in the practicum year. We ask you to act in a supportive manner.

Should you wish to contact us for any reason, please use one of the following:

Seacoast office telephone: 603-590-6360

Web site: www.seacoastcenter.com

Practicum information and consultations: Liandra Lloyd practicum.seacoast@gmail.com

Administrative: Gary Davidson admin@seacoastcenter.com

We wish you and your employee a productive year, and look forward to continuing our relationship in the future.

Sincerely yours,

Gary Davidson
Seacoast Administrator

Statement of Administrator:

I have reviewed the enclosed practicum site requirements and will cooperate with Seacoast Center in providing an acceptable practicum experience for the intern named above. I will contact Seacoast Center with any questions regarding its policies or expectations. I will also provide a summary evaluation of the intern's performance at my school when requested at the conclusion of the practicum experience.

Signature: _____ Date: _____

AMS Practicum Site Requirements (from the AMS Practicum Handbook):

1. The site is American Montessori Society affiliated or will apply for exemption. (Seacoast cannot be responsible for the failure of AMS to grant an exemption.)
2. The class contains children predominantly between 6 and 9 years old.
3. The classroom is equipped with the full complement of available Montessori Elementary materials.
4. Non-discrimination policy: The school has a written non-discrimination policy for children and adults.
5. Licensing: The site meets local and state regulations.
6. School Policies: The site communicates to the student and the preparation programs its administrative policies and guidelines relating to the student. This may be done verbally or in writing.
7. Job Description/Contract: The site provides a job description and a contract of agreement acceptable to the site, the student, and the preparation program. This job description or agreement includes the nature and type of remuneration given the student, if any.
8. Cooperation with preparation program: The school agrees to cooperate with the program in all matters relating to the practicum.
9. Janitorial service: Janitorial service is provided.
10. The student may not be asked to assume total responsibility for a class without the presence of a supervising teacher or other qualified staff person.