

The background of the cover is a dark, starry space. A prominent feature is a bright, glowing star with a red-orange halo and radiating lines, positioned in the upper left quadrant. Below this star, a vibrant blue nebula or light streak curves across the bottom of the image. Several other smaller stars and faint circular patterns are scattered throughout the dark space.

Seacoast Center
Montessori Teacher
Education Program

Guide for Adult Learners

Volume 14.1 Revised August 2, 2015

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Mission Statement

Seacoast Center serves children by educating adults. Our programs offer instruction and reflection on the nature of childhood and education. Our work is based on observation of human development and its constructive role in the learning process. Our heritage is the educational perspective of Dr. Maria Montessori.

A Brief Description

Seacoast Center for Education offers Montessori teacher education and professional development programs. Seacoast was founded in 1992 by Gary Davidson and Charles Terranova. Seacoast's main site at that time was The Montessori Community School in Scituate, MA. The Cornerstone School in Stratham NH became our permanent location in 2001 with expansion into additional locations in Celebration FL and Mount Pleasant SC. Seacoast now offers Elementary I-II and Early Childhood (in partnership with Northeast Montessori Institute) at Sundrops Montessori School in Mount Pleasant SC. Seacoast has offered professional development in China, Indonesia, Thailand, and elsewhere. Seacoast Center conducts in-service programs and locations by private contract internationally.

Seacoast Center for Education, Inc., is a for-profit Massachusetts corporation and is licensed as a Career School for Montessori Training by the New Hampshire Department of Education.



Montessori School of Celebration, FL

Programs

The Seacoast Center Montessori Elementary I (6-9) Program provides a minimum of 325 course hours designed to prepare teachers to work with children from ages 6-9 in Montessori multi-age classrooms. Publicly advertised EL I-II courses are conducted typically in two academic summer sessions totaling seven weeks duration with one or two seminars during the intervening academic year. Learners entering in June or July of one year typically complete class sessions at the end of the following July.

Certification candidates must possess a bachelor's degree or its equivalent. Qualified candidates who complete all course requirements and a practicum equivalent to one academic year (1080 hours) in an approved classroom are recommended to the American Montessori Society for the Elementary I Credential.

The Seacoast Center Montessori Elementary I-II Program (9-12 portion) is a minimum of 175 course hours designed to prepare teachers to work with children from ages 9-12 in Montessori multi-age classrooms. Publicly advertised courses generally are conducted in one academic session of four weeks with two seminars during the academic year. Certification candidates who complete all course 9-12 requirements are required to complete the Elementary I program requirements prior to recommendation to the American Montessori Society for the AMS Elementary I-II credential. Elementary II only is not offered on a certification basis.

Private contract courses may operate with different course schedules although component content offerings remain unchanged.

Course Director

Gary Davidson is the owner and Director of Seacoast Center for Education, Inc. and its academic programs. Gary has taught children and adults since 1976 in Montessori settings for ages 6-14. He has lectured, written, and spoken widely on Montessori Elementary topics. Gary is also founder and chief executive of The Azoka Company, provider of curriculum support products. Gary has 35+ years of classroom experience from ages 6-14 and 35 years experience in Montessori elementary teacher education for AMS courses and seminars, as a lecturer, school and teaching consultant, and AMS national seminar presenter. He is a board member of MACTE, the Montessori Accreditation Council for Teacher Education and is a former member of the board of IAME, the International Association for Montessori Education. Seacoast Center conducts in-service programs and locations by private contract internationally.

Affiliation / Accreditation

Our programs are accredited by MACTE, the Montessori Accreditation Council for Teacher Education. Seacoast Center for Education is a charter member of MACTE. Seacoast Center for Education is AMS-affiliated.

The Elementary Credential from the American Montessori Society certifies the individual to teach in AMS-affiliated Montessori schools throughout the world and is accepted by many non-AMS affiliated Montessori schools. It does not in itself prepare the individual to enter the general teaching field.

American Montessori Society 116 East 16th Street, NY, NY 10003 Phone: 212-358-1250

**Montessori Accreditation Council for Teacher Education
108 Second Street S.W. Suite 7, Charlottesville, Virginia 22902
Phone: 434-202-7793**



Purposes and Objectives

The purposes and objectives of Seacoast Center for Education and its programs are:

1. To offer education to adults in the theory and methodology of the Montessori Method for the stated age range.
2. To work with all individuals in a professional and supportive manner.
3. To provide support to adult learners when possible in completion of all course requirements.
4. To conduct a teacher education program offering a model for personal conduct between adults and children.
5. To promote education for peace through involvement with professional organizations beyond our own geographic region in support of childhood and education.

Statement of Adult Learner Rights and Responsibilities

Seacoast Center for Education maintains the right as an institution of private post-secondary education to enforce its policies and to act with due process to disassociate from the program individuals whose activities or public attitudes are not constructive to the advertised goals and purposes of the program. It is our belief that successful work with children in a Montessori classroom relies on the ability of the adults involved to act in a positive, professional manner both within the academic process and the practicum experience.

Adult Learner Responsibilities

1. Admissions

- A. To read all information published by Seacoast Center for Education concerning its program(s)
- B. To be knowledgeable about other available institutions and accrediting agencies, so that enrollment in Seacoast is an informed choice.
- C. To complete the application process promptly by submitting required materials and meeting pre- training requirements including all required reading.

2. Financial Arrangements

- A. To read any and all information provided by Seacoast regarding fees, refund policies, and financial requirements, and to request further information or clarification when needed.
- B. To read and understand all financial agreements made to and by Seacoast, and to keep a copy of all agreements and receipts.
- C. To meet financial obligations to Seacoast Center promptly.

3. Academic Programming

- A. To read any and all information provided by Seacoast Center and request information or clarification when necessary.
- B. To be an active and positive participant in the course of study within the context of stated requirements and existing institutional resources.
- C. To monitor his/her own personal and academic progress throughout the process of teacher education during both the academic and practicum phases.
- D. To attend all required classes and instructional activities, to arrive promptly, and to complete assignments on time.
- E. To respect the principle of academic and professional integrity.
- F. To respect the freedom of the staff to inquire, publish, and teach.
- G. To respect the facilities and property of the program, including buildings, books, and equipment, and to observe stated requirements for their use.

To preserve and protect the rights of Adult Learners, Seacoast Center is committed to the following responsibilities:

1. Admissions

- A. To provide written policies on admission requirements.
- B. To provide prospective students with adequate and complete information on all aspects of the program, including personal contact with staff and visits to Seacoast Center facilities.
- C. To maintain and refer adult learners to resources for employment opportunities upon request.

2. Advertising

To maintain an advertising policy that is truthful and accurate.

3. Financial Arrangements

- A. To provide complete and accurate information on the full costs of the program.
- B. To maintain fair and accurate refund policies and to provide written information on such policies.
- C. To charge fair and reasonable fees for infractions such as breaking equipment or non-return of library books.
- D. To keep complete and accurate financial records for each student.

4. Academic Programming

- A. To maintain a level of quality consistent with the Mission Statement and Purposes and Objectives of our institution.
- B. To maintain clear written policies on acceptance of credit from other institutions and for providing transcript information to other institutions when requested.
- C. To provide fair and reasonable academic evaluation of performance; to properly maintain records of evaluations; and to maintain confidentiality with respect to adult learner records.
- D. To inform adult learners with information on academic progress and to recommend certification upon completion of program requirements.
- E. To provide adequate conditions to support academic instruction.
- F. To offer quality instruction by means of personnel with appropriate credentials and/or experience, who are current in their fields, meet classes on time, are well prepared, and are available upon reasonable notice outside of class.
- G. To describe program requirements accurately, and to ensure that requirements are relevant to our goals.

H. To offer courses compatible with their descriptions in the Seacoast Center brochure and Guide for Adult Learners

I. To respect the principles of academic and professional integrity.

J. To maintain written policies for dismissal and to carry out such policies only for appropriate causes with due process.

This statement was originally adopted July 1994.
Reviewed and reaffirmed on March 8, 2015.

Ethics

The Code of Ethics of the American Montessori Society guides professional relations between Seacoast Center for Education, adult learners, and fellow professionals.

Code of Ethics of the American Montessori Society

Principle I – Commitment to the Student

In fulfillment of the obligation to the children, the educator:

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

Principle II – Commitment to the Public

The Montessori 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. Shall support the American Montessori 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 Society;*
- 2. Shall not interfere with nor exploit the rights and responsibilities of colleagues within the teaching profession*

Principle III – Commitment to the Profession

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

As American Montessori Society members, we pledge to conduct ourselves professionally

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and personally, in ways that will reflect our respect for each other and for the children we serve. We will do whatever is within our talents and capacity to protect the right of each child to have the freedom and opportunity to develop his/her full potential. AMS requires that all member schools and AMS-affiliated teacher education programs agree to comply with the AMS Code of Ethics. AMS relies solely on self-compliance of this Code.

Adopted by the AMS Board of Directors October 1969. Expanded June 1975. Updated October 2008 and 2010.

Admission

Seacoast Center accepts applications throughout the year for entrance into our summer programs. In order to maintain the quality of life in our small setting we do limit class sizes and encourage early enrollment.

Candidates for AMS Elementary certification must hold at least a US Bachelor's degree or its equivalent. Candidates holding degrees issued outside the United States are eligible for AMS International credentials upon satisfactory evaluation of transcripts or diplomas. Should this require external evaluation it is at the student's own expense.

Candidates for Elementary I (6-9) certification must possess Early Childhood (2 1/2-6) certification from an institution recognized by the American Montessori Society or undertake a 40 hour overview for that level which includes basic theory, methodology, and curricula. Documentation is required before recommendation for Elementary I or I-II certification is made.

Candidates who enroll as Elementary I-II students who are currently working in upper elementary classrooms may be able to undertake advanced content area at the request of sponsoring schools. This option requires a written statement from the head of the school regarding the candidate's ability to benefit from such a course of study. No certification recommendation is issued until the entire Elementary I-II program is completed.

Application Process

Program applications are available online at www.seacoastcenter.com or from our office via mail or fax. The application lists accompanying materials we consider in admissions. No application can be processed before receipt of the application fee. The Application Form at www.seacoastcenter.com provides important information regarding Admissions requirements.

Non-Certification Participants

In the case of individuals who do not satisfy criteria for admission for certification but who wish to participate fully in the program, the Course Director will determine the candidate's ability to benefit from participation and may offer admission without certification intent at his discretion. The application process is the same as for a certification candidate and enrollment on this basis does not necessarily reduce tuition or fees. In determining the ability to benefit, particular attention will be given to the personal statement and letters of recommendation supplied with the application.

Additionally, the Course Director generally will request a statement of need from a Montessori school director attesting to the individual's suitability for employment at the chosen level.

Background Checks

State and local jurisdictions vary with respect to requirements for criminal background checks for teachers and child-care service providers. Seacoast Center does not collect or maintain such information.

Course participants entering a practicum are required to comply with policies of the practicum site in this matter.

Transfer Credit

Course work similar to that of the elementary certification program which has been completed may be accepted in partial fulfillment of course requirements for a maximum of one-third of the academic clock hours for the course according to criteria established by AMS. AMS does not accept transfer of credit from unaccredited Montessori institutions.

Applicants who feel they can demonstrate compliance with the definitions and standards established by AMS may petition in writing to the Course Director for advanced status. The Course Director may request specific information from the applicant, including submission of materials and albums and written statements concerning previous experience. A Comprehensive Examination Fee may apply in this event at the discretion of the Course Director. Acceptance of previous work toward advanced status will not necessarily reduce the applicant's financial obligation for full tuition and fees for the program.

Attendance

Note: All adult learners are expected to indicate presence upon arrival and departure or verify presence on site by reliable electronic methods.

Academic Phase (academic sessions and seminars):

Given the compacted time schedule for this program, attendance at all sessions offered is required unless excused by the Course Director. The Course Director will have the right to excuse absences provided:

1. The adult learner presents a reasonable plan in writing for compensatory work related directly to subject matter missed.
2. The total number of contact hours missed does not exceed 10% of the programs total hours or 20% of any single curriculum area.
3. The adult learner acknowledges responsibility for all work missed during such periods.

With prior arrangement and a written request, content hours missed may be made up during scheduled lab times at an approved site under the direction of a qualified faculty member. This service is provided solely at the discretion of the Center.

Tardiness

Tardiness amounting to more than 40% of any single class session will be considered as absence for the entire session with subsequent loss of credit for all class clock hours assigned to that session.

Supervised Practice Labs

Supervised practice lab sessions contribute to the total number of hours and are not optional when they take place during stated course hours. Lab periods conducted within specific content area times during the day are used for practice in that content area unless otherwise directed by the faculty member providing the class.

When evening lab hours are offered they will be supervised by at least one qualified faculty member. Lab times may tend to be more relaxed and offer valuable time for integration of materials, sharing with fellow students and faculty, and material-making. We offer and ask for professional decorum and respect for our school environment at all times on site.

Attendance During Practicum Phase

AMS requirements for the practicum phase include 1080 hours, typically a full day nine-month position in an age-appropriate classroom. Exceptions to this model may be requested in writing to the Course Director. Cumulative attendance at the practicum site must be consistent with AMS practicum requirements.

As teaching professionals, adult learners are expected to conform to personnel policies of their practicum sites with respect to absence, compensation, and continuing responsibility for performance of duties. A chronic or protracted record of absence or tardiness may be grounds for disqualification of the practicum experience.

Adult Learner Assessment

The Seacoast Montessori Elementary I and Elementary I-II program assesses and evaluates adult learner progress by several means during the program cycle:

1. A review and critique of selected album notations and illustrations.
2. Supervised practice lab sessions. Adult Learners are expected to maintain a log of their work during lab sessions as well as present materials to peers and faculty.
3. Periodic practical exams and peer assessments.
4. An individual or group project presented at the end of the academic session.
5. Written exam or summation at the end of the academic phase.

Our course effectiveness is evaluated through responses from faculty, adult learners, field supervisors, school administrators, and supervising teachers (for supervised internships) by several means:

1. Continuing informal conversation between faculty, administration, and adult learners during academic sessions on site.
2. Feedback from adult learners and administration to field supervisors during the practicum phase.
3. Required monthly check-ins online from adult learners between course sessions.
4. Surveys of administrators and graduates.

Grading Policy

Seacoast Center does not issue units of credit or letter grades. All course work is evaluated on a pass/ not passed basis, with work not passed subject to re-submission.

Grading for the Academic Phase

1. Acceptable
2. Re-present or re-submit
3. Incomplete

Grading for the Practicum Phase

1. Satisfactory
2. Unsatisfactory
3. Incomplete

AMS Practicum Standards and Responsibilities

1. **AMS MEMBERSHIP:** The American Montessori Society urges that all practicum sites become affiliated or accredited members of the organization. Information regarding AMS will be sent to all practicum sites that are not members of the organization. As of 11/04, AMS no longer requires filing of exemption forms for practicum sites that are not members.
2. **NON-DISCRIMINATION POLICY:** The school site must have a written nondiscrimination policy for children and staff.
3. **LICENSING:** The site must meet all local and state regulations.
4. **SCHOOL POLICIES:** The site should communicate to the student and the teacher education program its administrative policies and guidelines relating to the student. This may be done verbally or in writing.
5. **JOB DESCRIPTION/CONTRACT:** The site should provide a job description and a contract of agreement acceptable to the site, the student, and the teacher education program. This job description or agreement should include the nature and type of remuneration given the student, if any.
6. **COOPERATION WITH THE TEACHER EDUCATION INSTITUTION/PROGRAM:** The school must agree to cooperate with the course in all matters relating to the practicum.
7. **JANITORIAL SERVICE:** Janitorial service should be provided by the school.
8. **AGE RANGE OF CLASS:**

Infant and Toddler: Birth to 3 years of age (depends on model selected).

Early Childhood: The class should contain children in the full 3 year age span. Elementary I & I-II: The class should contain children in the full age span for which the student will be certified (6-9 or 6- 12), except in the case of a beginning class, which may contain an age span of less than three years.

In order to enter into a practicum phase and receive field consultation visits, adult learners must:

1. Complete a minimum of 160 resident hours of the academic phase of the Elementary I or Elementary I-II program. Any exceptions to this must be requested in writing and may not conflict with MACTE or AMS requirements.
2. Provide a Practicum Site Agreement from an authorized Administrator verifying the site meets and will hold to AMS requirements for an authorized practicum. A form for this agreement is available online at www.seacoastcenter.com.
3. Be in good standing with the program financially.
4. Demonstrate through active participation in the course that you are ready for this important part of the process of your education.

Recommendation for AMS Elementary I or I-II Certification

The Course Director will recommend candidates to the American Montessori Society for the appropriate level of Elementary Certification upon:

1. Completion and favorable evaluation of course assignments.
2. Attendance at a minimum of 90% of academic sessions and seminars, with absences excused as defined in Attendance Policies.
3. Demonstration of competency in all areas of work with Montessori apparatus for which practical examinations are given.
4. A successful practicum experience with children at an authorized site, with favorable evaluation by field Consultants and completion of all practicum requirements. If a practicum has been undertaken at Elementary I, it is not a requirement for Elementary II. Candidates enrolled for Elementary I-II may enter into a practicum upon of Elementary II level academic components.
5. Satisfaction of all financial obligations to Seacoast Center for Education, Inc.

After Completion: Steps in the Process

When candidates have completed course requirements a transcript form is sent for signature and verification. This transcript is returned to the Business Office at Box 292, Warren ME 04864 and is forwarded with an original academic transcript to the American Montessori Society. After processing, the AMS Elementary Credential is returned to our business office for the signature of the Course Director, then forwarded to the candidate via USPS first class mail. Depending on the volume of transcripts received in the AMS office and the time of year, this process can be expected to take a minimum of two months after submission. Seacoast Center for Education will issue a verification of course status upon request in the interim.

In accordance with AMS policy, the month and year of completion listed on the credential will reflect the date of fulfillment of all course requirements and not the final academic session.

Information requests on course status may be submitted by fax at 603-590-6360 or to admin@seacoastcenter.com.

Professional Development Requirement

AMS requires that holders of AMS credentials issued on or after July 1, 2013 complete 50 hours of professional development every 5 years for the credential to remain active. The first 5-year period begins with the date the credential was issued. If professional development hours are not completed within the 5-year period, the credential will be considered inactive until the requirement is met.

The credential holder must keep a record of his or her professional development and be able to provide print or electronic verification of the event host, location, date, topic, presenter(s), and number of hours attended. For this purpose, the credential holder is welcome, but not required, to use the [AMS Professional Development Form](#).

To maintain an active credential, verification of professional development is to be submitted to AMS 30 days in advance of the 5-year anniversary of the issuance of the credential, and every 5 years thereafter.

Course work submitted after the completion of the academic term will be evaluated at no additional charge for a period of two years if received online via secure links at www.seacoastcenter.com. All course work must be completed within three-years of completion of academic sessions. After that time a continuation fee [see current Fee Schedule on our web site] is applicable and candidates may be subject to further evaluation, additional course requirements, or administrative removal from the program. Certification candidates are responsible for maintaining written communication concerning progress during periods of extension.

Seacoast Center reserves the right to limit evaluation of make up work submitted to specific time periods published on the program's web site at www.seacoastcenter.com. During periods not identified for evaluation, submissions will be acknowledged by email and reviewed during the next available period.

All course assignments are submitted online and become part of the candidate's academic portfolio. A description of the process for submission is located under the name Submitting Assignments at www.seacoastcenter.com.

Criteria for Withdrawal and Dismissal

Instructors who have concerns about an adult learner's academic capability, ability to deal positively and appropriately with children, manipulate materials, and/or work effectively with adults will immediately inform the Course Director of the situation. If appropriate, the Course Director will arrange a conference with the adult learner. If cause is demonstrated, an adult learner may be placed on academic probation. The Course Director and faculty will work with the student to attempt to alleviate the area of concern. In the event of continued difficulty in the above areas the adult learner may be asked to leave, at which time another appeal may be made. Ultimate responsibility for dismissal will rest with the Course Director. Refunds based on withdrawal or dismissal will follow advertised guidelines for refunds.

In the event of the withdrawal or dismissal of an adult learner, all written records concerning academic performance remain in the cumulative file for a period of three years at the Center's main office.

Financial records will be included if pertinent to the cause of withdrawal. Adult learners who are dismissed or removed from the course involuntarily receive either no or partial credit based on work previously completed and deemed acceptable by instructors or evaluation personnel. Adult learners withdrawing from the course voluntarily may be given credit for work completed and may request in writing to continue work up to two years after withdrawal. Reinstatement of students who have withdrawn is at the discretion of the Course Director.

Placement

Seacoast Center cannot guarantee employment, salary, or professional advancement, either during the practicum year or upon graduation from the program.

Adult learners are encouraged to visit several schools to observe the Montessori Method in practice at more than one school prior to enrollment. A list of AMS-affiliated programs is available at <http://www.amshq.org>.

The financial activities of Seacoast Center for Education are conducted via the offices of Bonnie Davis, P.O. Box 292, Warren ME 04864 Tel: 603-590-6360
Fax: (207) 273-1016. Email: bonniedavis.seacoast@gmail.com.

Upon written request, information related to accounts is available to the adult learner during normal business hours. The **Business Office** handles **account matters only** and cannot respond to inquiries regarding other program matters. Please address other questions to director.seacoast@gmail.com.

Tuition Payment Plan Information

Fees and financial policies are revised annually each year for the upcoming course cycle. Adult learners are expected to fully review and sign an enrollment agreement prior to matriculation. This is a legal contract. Accounts must be in good standing in order to attend seminars. Late payments may result in administrative probation suspension of field supervision visits and other services. Seacoast Center cannot be responsible for delays in processing resulting from late payment or delay of supervisory visits.

Fee for Overdrafts

A service fee of **\$50.00** will be applied to accounts for any checks returned or credit card payments declined for insufficient funds.

Financial Aid

Seacoast Center is able to offer no loans, grants, scholarships, or other forms of financial aid. Applicants may explore sponsorship arrangements with their practicum sites. The American Montessori Society provides limited scholarship assistance to persons in its teacher education programs.

Requests for information regarding such assistance should be made directly to the American Montessori Society office at 281 Park Ave. South 6th Floor, New York NY 10010. Early inquiry and application is urged, as the limited funds available cannot possibly accommodate all deserving candidates.

Adult Learner Fees

Upon payment of the professional fees, registration information will be submitted to the American Montessori Society and to the Montessori Accreditation Council for Teacher Education. Adult learners will receive a practicum membership in AMS with its accompanying rights and privileges. Payment for practicum fees should be payable to Seacoast Center for Education. The American Montessori Society and MACTE do not accept fees directly from adult learners.

Academic sessions, seminars and supervised practice sessions are considered in calculation of refunds. Payment plans are offered for the convenience of individual or client schools only. Tuition for the full program is due upon enrollment, with refunds based upon the following guidelines:

Full Refund

Application fees will be returned if cancelled within three business days of receipt. A full refund of tuition will be made if withdrawal takes place within three business days of the first class.

We do not knowingly accept certification candidates who do not meet admissions criteria or who fail to demonstrate the ability to benefit from our program. In such cases, a full refund of payment received is applicable. A full refund will be made if enrollment is the result of any false representations made by our literature or oral representations by Seacoast Center for Education. The Course Director is the only person authorized to make written or oral representations about the programs we offer.

Partial Refunds

Tuition agreements may be cancelled within three days of the date of signing without penalty. An adult learner who withdraws or is dismissed after three days of class but before completing 50% of the program is entitled to a pro rata refund, as calculated below, less a one-time application fee of \$350 or 20% of the program tuition, whichever is less.

The pro rata refund is the ratio of the number of two-hour class sessions remaining after the last session completed by the adult learner to the total number of sessions in the program, rounded downward to the nearest 10 percent. The refund is the resulting percent applied to the total tuition for the course.

Materials fees may be refunded in all or part at the discretion of the program if all materials supplied are returned within five business days of withdrawal or cancellation in a condition that allows us to redistribute them to other adult learners.

AMS/MACTE fees are non-refundable after they have been submitted to those organizations.

No refund is possible if withdrawal or dismissal occurs after the Adult learner has completed 50% of the total course hours including supervised labs unless withdrawal is due to mitigating circumstances, in which case refunds shall be calculated based on the pro rata method described above. Mitigating circumstances generally are defined as circumstances beyond the adult learner's control. A change of practicum site, whether voluntary or involuntary, will not be construed as a mitigating circumstance. Seacoast Center for Education generally will continue services to the student uninterrupted during a change of practicum site.

The 50 percent completion limitation does not apply in cases where the student cannot complete the program due to action taken by the school. Examples of school's action shall include school closing or bankruptcy, or cancellation of the program. In these and similar situations, refunds and fees shall be based on the pro rata method described in previously for up to 100 percent of the tuition paid.

Timely Refunds

Refunds will be paid within 30 days after the effective date of termination.

Good Faith Effort

We will be considered to have made a good faith refund effort to make a refund, if the student's file contains evidence of the following attempts:

- (a) Certified mail to student's last known address;
- (b) Certified mail to the student's permanent address; and
- (c) Certified mail to the address of the student's parent or listed next of kin, if different from the permanent address.

Notice of Withdrawal

We require that notice of withdrawal be in writing to:

Course Director /Seacoast Center
Box 292 Warren ME 04864

Upon receipt of written notification of withdrawal, we will honor any valid notice of withdrawal given, reimburse the adult learner any refund amount due, and arrange for a termination of the adult learner's obligation to pay any sum in excess of that permitted under the refund standards given above.

Distribution of Funds to Sponsoring Schools

All or a portion of any refunds due are refunded directly to the sponsoring schools.

Solving Problems

Our goal and hope is to create an educational environment in which problems are resolved collegially, and with professional communication levels of high quality. All individuals, whether students or contracted personnel involved with Seacoast Center for Education and its programs have the right to due process, respect, and appropriate channels for solving problems related to us.

Grievance Procedure

For main site and non-contract additional locations:

In the event of continuing difficulty, an Arbitration Committee is formed to resolve conflicts related to Seacoast Center's performance of duties in the areas specified below or the Adult's performance of responsibilities also presented below.

Seacoast Center's Arbitration Committee will consist of the Course Director, one core faculty member appointed by the director, an Adult learner enrolled in the program and elected by the student body, and a staff member to serve as an alternate in the event of a conflict of interest. In the event that the elected representative to the Grievance Committee is bringing a grievance to the committee, the role of that person in the voting shall be assumed by that who has received the second- highest number of votes in the election for committee representative.

Grievances against the Center and its staff will be heard by the committee in the following areas:

1. Incomplete or deficient training and failure to provide sufficient remedy where this concern is perceived or reported.
2. Failure to adhere to program responsibilities as designated in this document.
3. Failure to make financial restitution when appropriate within advertised policy.

Grievances against the adult learner will be heard by the committee in the following areas:

1. Failure to adhere to adult learner responsibilities as designated in this document.
2. Non-constructive participation including conspicuous inattention during class sessions and supervised lab periods. "Conspicuous inattention" includes but is not limited to material-making or protracted conversation with other course members during scheduled class periods.
3. Breach of attendance policies, including unauthorized departure from the program site during periods designated for independent work.

Grievances outside these areas may also be heard if submitted to the Course Director and considered beyond amicable resolution.

1. A person initiating a complaint must first consult with the individual against whom the complaint is being brought and attempt to negotiate a satisfactory solution. The Course Director must give final approval to any solutions arranged in this manner if these solutions involve a change in course requirements (i.e. assignments and attendance requirements).
2. If a complaint is not resolved to everyone's satisfaction by this initial contact, the problem can then be brought before the Center's Arbitration Committee, which will decide if it merits a hearing.
3. In the event of a hearing, the committee will hear from both sides of the dispute and will first attempt to arbitrate a solution between them. Failing that, the Arbitration Committee will decide upon a course of action that will be binding on the parties.

Grievance Policy Regarding Contract Sites

For courses offered by contract with public or non-public institutions: Grievances against Seacoast Center for Education follow the guidelines above, but must be made by an authorized administrative representative of the contracting agency.

Problem resolution is an ongoing and informal growth process. Formal grievances will be entertained only after the internal grievance policies of the contractor (i.e. district or host-institution) validate the necessity of the process. The intention of this policy is not to limit rights of Adult learners but rather to place them in the appropriate hierarchical context given the contractual relationship between Seacoast Center for Education and the contracting agency.

Appeal Procedure

Seacoast values resolution of conflict through peaceful means.

Individuals who feel they continue to have legitimate grievances after all the above procedures have been exhausted may submit serious grievances to the attention of the Montessori Accreditation Council for Teacher Education and the American Montessori Society

The policies published in this section are required by our affiliating and accrediting bodies and have not to date been necessary in resolving student-program issues. In the event complaints reach the grave level of requiring action by AMS or MACTE, Seacoast Center for Education, Inc. reserves the right to legal counsel.

American Montessori Society 116 East 16th Street, NY, NY 10003 Phone: 212-358-1250

**Montessori Accreditation Council for Teacher Education
108 Second Street S.W. Suite 7, Charlottesville, Virginia 22902
Phone 434-202-7793**

Stipulation

No solution can be arrived at which is in conflict with AMS or MACTE requirements for teacher education programs.

Amendments to Publications

This Adult Learner Handbook is intended as a companion to our promotional materials and application form. Each document contains important information and should be reviewed thoroughly. There is no intention on our part to present conflicting or inconsistent information. We ask to be notified of errors and will act to correct and clarify them.

Amendments to policies and correction of errors in this and other materials produced by Seacoast Center for Education will be considered to have taken effect when distributed to students directly, electronically, or via publication at www.seacoastcenter.com. All of the above-named documents are revised annually.

Seacoast Center for Education Montessori Elementary I and I-II Program

General Description

The Seacoast Center Montessori Elementary Program offers components for the Elementary I ages 6-9 and Elementary I-II ages 9-12 level. Our course is aligned with quality assurances established by MACTE, the Montessori Accreditation Council for Teacher Education and AMS, the American Montessori Society.

Key: (ELI Hours) (EL I Resident Hours/ EL I Distance Hours)
(EL II hours/EL II Distance Hours)

6.3.5.1 Mathematics Curriculum (Core) (48) (40)

1. Concept of number and quantitative relationships
2. Four fundamental operations
3. Laws of arithmetic
4. Base systems of numeration
5. Measurement (space, weight, money)
6. Ratio and proportion (fractions, percentage, decimals, ration, and proportion)
7. Problem-solving
8. Exponential notation
9. Preparation for algebra (concept of unknown, equations in the concrete)
10. Probability/statistics (data collection and methods of data display including technology)

6.3.5.2 Geometry Curriculum (Core) (32) (32)

1. Plane and solid geometric forms
2. Nomenclature
3. Equivalency, congruency, similarity
4. Area and volume

6.3.5.3 Language Curriculum (Core) (46) (32)

1. Oral language
2. Writing and reading
3. Grammar functions
4. Structural grammar (analysis)
5. Literature
6. Phonogram study
7. Spelling of phonetic and non-phonetic words
8. Library/reference skills
9. Research skills

6.3.5.4 Geography Curriculum (Core) (30) (8)

1. Globes, maps, and landforms
2. Flags
3. Physical geography: the child's place in the world; vertical-horizontal knowledge of the earth; geological and climatological phenomena of earth
4. Economic geography
5. Political geography
6. Ethnological geography
7. Astronomical geography

6.3.5.5 History Curriculum (Core) (32) (12)

1. Fundamental needs of humans
2. Time concepts including measurement of time
3. Introduction to the cosmos (formation of the earth)
4. Evolutionary changes (timeline of life)
5. Human evolution- physical, mental, cultural, philosophical, technological, and artistic development
6. History of the country and state or province

6.3.5.6 Biological Sciences Curriculum (Core) (40) (16)

1. Zoology:
 - a. First level: classification, characteristics, external parts, habitat
 - b. Second level: classification, internal parts, vegetative functions
2. Botany
 - a. First level: nomenclature, classification
 - b. Second level: functions of plants (charts, experiments)
3. Other kingdoms and classification schemes
4. Human anatomy
5. Ecology

6.3.5.7 Physical Science Curriculum (Core) (12) (8)

1. Physical Science
2. Chemistry
3. Earth Science

6.3.5.8 Curriculum Design and Strategies (Core) (4) (4)

1. Theories of curriculum development
2. Creation of original material
3. Reconfiguration of current learning materials

6.3.5.9 Classroom Leadership (Core) (4/12) (4/12)

1. Starting a new class
2. Preparation of the physical environment
3. Preparation of a schedule
4. Spiritual/psychological conditions of the environment
5. The role of the teacher: as initiator, observer, group leader, and keeper of records
6. How to place students new to Montessori in the curriculum
7. Developing a working relationship with the parents (conferencing and progress reports)
8. Being aware of cultural differences and diversity in all forms

6.3.5.10 Montessori Philosophy/Theory (Foundational) (16/16) (8)

1. Dr. Montessori's view of child development: four planes of development; the development of intelligence; the development of language; moral development; social development
 2. Characteristics of the child from 6 through 12 and their implications for design of the Montessori elementary curriculum
 3. Observation: This includes lecture and documented observation, some of which will be done during the practicum phase. A class session on observation will precede a maximum of 20 hours of documented observation, with monthly check ins during the practicum year.
- 4. Peace Education (4) (4)**

6.3.5.11 Practical Life Curriculum (Foundational) (2/2) (4)

1. Philosophy of practical life
2. Grace and courtesy
3. Characteristics and needs of children in relation to practical life
4. Care of environment
5. Care of person
6. Care of community/service-learning
7. Integrating practical life into the curriculum
8. Technology

6.3.5.12 Child Development (Other) (4) (4)

1. Current theories and developmental processes of the elementary child
2. Physical development
3. Social and personality development and the child's relationship to the culture
4. Language development
5. Cognitive and logical-mathematical development
6. Learning styles, multiple intelligences, giftedness, and learning challenges

6.3.5.13 Movement and Physical Education Curriculum (Other) (4) (4)

1. Coordination (muscular, eye-hand, hand-hand, hand-leg, etc)
2. Body Image
3. Integrative activities
4. Group games
5. Specific sports skills such as running, jumping, throwing, catching, dribbling, etc.

6.3.5.14 Visual Arts and Crafts (Other) (4) (4)

Art: philosophy and rationale for ages 6-9 and 9-12; basic skills; two-dimensional work (easel or table); three-dimensional work; art appreciation and history

6.3.5.15 Music Curriculum (Other) (4) (4)

Music: philosophy and rationale; rhythmic skills; singing and instrumental skills; music appreciation and history

6.3.5.16 Elementary Practicum Teaching (minimum of 1080 hours)

(See Practicum Experience)

6.3.5.17 Practicum Seminars (16) (32)**6.3.5.18 Yearlong Project (16) (16)****Distance Components**

When offered, limited distance components supplement hours in residence to provide for immediate real-time contact between cohort and faculty members. Support sessions may be scheduled in response to Adult Learner requests. No component is offered entirely online.

Required technology for online participation is smartphone, laptop, or desktop with Internet access. Apps for PC, MAC, IOS, and Android may be downloaded for the current platform from <http://www.fuze.com>.

Business Office Hours

Hours: 8:00-5:00

Open: Tuesday-Thursdays

Closed: December 15- January 15

Hours by appointment after email contact:

April 1-April 30

Bonnie Davis, Business Manager, account questions:

bonniedavis.seacoast@gmail.com

Telephone: 207-596-1359

Fax: 207-273-1016

Evaluation Periods

Assignments may be submitted online at any time. They will be reviewed during scheduled evaluation periods listed below.

September 15-November 15

January 15- February 15

March 15- May 15

July 15- July 25 (Priority given to individuals completing current academic sessions)

Academic Course Calendars 2015-2016

(Any changes will be reflected on our web site at www.seacoastcenter.com)

Celebration Florida Site

EL I Cohort returning

Daily 8:30-5:30

Academic Session: June 15- July 3, 2015

Mount Pleasant South Carolina Site**Daily 8:30-5:30**Early Childhood Overview

June 8-12, 2015

Early Childhood Program

Academic Session: June 8-July 3, 2015

Practicum Seminars: October 10-11 November 20-22 February 18-21 April 16-17

Elementary I Program entering

Academic Session: June 15- July 10, 2015

Practicum Seminar: October 10-11, 2015

Elementary I Program returning

Academic Session: June 15-July 3, 2015

Elementary II Program entering

Academic Session: June 15- July 10, 2015

Practicum Seminars: October 10-11, 2015 April 16-17

Stratham New Hampshire Site

Daily 8:30-5:30

Elementary I entering

Academic Session: July 6-July 29, 2015

Practicum Seminar: October 17-18, 2015

Elementary I returning

Academic Session: July 6- July 24, 2015

Sample Enrollment Agreement



Seacoast Center Montessori Teacher Education Program

Business Office: Box 292

Warren ME 04864

Tel: 207-596-1359 Fax: 207-273-1016

(Sample) Enrollment Agreement

Enrollment Statement: I _____ wish to enroll as a student for the academic year 2015- 2016 in the Seacoast Center Montessori Teacher Education Program at the (circle):

Early Childhood/Elementary I / Elementary II level / Elementary I-II level.

Annual Tuition and Payment Plans: I have received a copy of the description of Course Fees schedule setting forth the applicable tuition and fees and the Adult Learner Guide stating financial policies. I have received, reviewed, and accurately completed the Application form. I understand that I am enrolling in entire academic program consisting for the level I have selected and that I am responsible for the full amount of the tuition and published fees for my course level. Should I withdraw or be removed from the program, refunds will be guided by the policy attached to this agreement and published in the Student Handbook.

I agree that once I am required to pay the tuition and any applicable fees as advertised. I recognize that if I have elected to pay in installments, this is for my convenience and does not limit my obligation to pay all installments in a timely manner. I understand that Seacoast Center for Education has the right to initiate legal proceedings to enforce this agreement, and that I understand my obligation and agree to pay such costs as it may incur to collect outstanding debts, including reasonable attorney fees. I also understand that if promised payments are unpaid for more than 60 days Seacoast Center for Education may suspend all services, including field supervision visits, and that recommendation for certification to the American Montessori Society is contingent in part on satisfaction of financial obligations.

I have reviewed fees and commit to pay the annual tuition in accordance with the policies described in the Student Handbook and under terms of any written installment agreement I enter into. I/We Have read this agreement and agree to all the terms and conditions contained herein. I/We acknowledge that this is a legal, binding contract.

Signatures of Student and Guarantor of Tuition (***both signatures of student***)

and sponsor are required): Student _____ Date:

Guarantor, if not student _____

Billing Address _____

In hiring, promotion, and provision of training we do not engage in any form of discrimination based on race, religion, sex, national origin, handicap, age, or sexual preference.

For Seacoast Center for Education: I, **Bonnie Davis**, acting as a duly authorized representative of Seacoast Center for Education, do acknowledge receipt of this Agreement and acceptance of its terms.

Signature _____ Date _____



**Seacoast Center Montessori
Teacher Education Program**

Business Office: Box 292
Warren ME 04864
Tel: 207-596-1359 Fax: 207-273-1016

**Seacoast Center for Education Montessori Teacher Education Program
Addendum to Enrollment Agreement**

Please review the following important information and indicate receipt by checking or initialing the items and signing below:

___ A. New Hampshire Regulatory Information

- (1) The School has provided a copy of the current catalog, and urges you to carefully read this document as it provides important information on programs, courses, faculty, fees, and student rights, among other topics.
- (2) Each student has the right to assert against the School or any assignee any claim or defense he or she may have against the School arising under this agreement, and the School has provided clear guidance on procedures for resolving any grievances (cite section of agreement). Please be advised this right cannot be waived and every student is entitled to pursue, after completion of the school’s internal processes, any grievance with the Office of Career School Licensing ([603- 271-6443](tel:603-271-6443)), provided the claim is within the scope of Office’s responsibilities as defined in New Hampshire Code of Administrative Rules, Chapter Hedc 300.

___ B. Application Form (available at www.seacoastcenter.com)

___ C. Adult Learner Guide (available at www.seacoastcenter.com)

I acknowledge receipt and acceptance of the information above.

Signature

Date

Sample Application (click for link)

Sample Application Form (click for web link)

Seacoast Montessori Elementary I-II Application

Complete all information to create your file. Applications will be processed upon receipt of application fee.

Seacoast Center does not engage in any form of discrimination based on race, religion, gender, national origin, handicap, or sexual orientation in its admissions or hiring policies or the provision of services.

Last Name _____ First _____ E-mail: _____

Program Location	Level
New Hampshire	EL I (6-9)
Florida	EL II (9-12)
South Carolina	Other
Early Childhood Overview (SC only)	

Your address _____
 Street Address _____

 Street Address Line 2 _____

 City _____ State / Province _____

 Postal / Zip Code _____ Country _____

Are you a citizen on the United States? _____ **Phone Number** _____
 Yes _____
 No _____ Area Code _____ Phone Number _____

Sample

If no, please give country and see acknowledgement before submitting form.

Education

Please arrange for original academic transcripts of the last two degree programs completed to be sent to our business office address at: Seacoast Center for Education, Box 292, Warren ME 04864

Level of Education	Year Completed
_____	_____
Degree granted by	Major/Concentration
_____	_____

Level of Education	Year Completed
_____	_____
Degree granted by	Major/Concentration
_____	_____

accredited Early
Childhood Credential

Yes

No - I understand that I will need an Early Childhood Overview before I can be recommended for certification.

If Yes, Credential issued by: _____ Year _____

If applying for EL II only and you already hold an accredited EL I credential, provide the following information:

Program _____ Year Granted _____

Most recent employment

Institution

Last Employment

Street Address

City

State / Province

Postal / Zip Code

Country

Check if this is your practicum site: Yes

Administrator/Contact _____

Phone Number

Area Code Phone Number

Sample

UNDER THE LAWS OF THE STATE OF NEW HAMPSHIRE, YOU MAY CANCEL THIS APPLICATION ANY TIME PRIOR TO MIDNIGHT OF THE THIRD BUSINESS DAY AFTER THE DATE OF ITS SUBMISSION AND RECEIVE A FULL REFUND OF ANY FEES PAID.

References: Please ask these individuals to contact us via the online recommendation form or at admin@seacoastcenter.com. We do not initiate contact.

Full Name _____ E-mail _____
First Name _____ Last Name _____

Full Name _____ E-mail _____
First Name _____ Last Name _____

Full Name _____ E-mail _____
First Name _____ Last Name _____

Acknowledgement by the applicant
Please read carefully before submitting the application or fees.

