



Guidelines for the AMI Montessori Assistant to Infancy Diploma Course 2023 – 2024 in Zurich for Montessori Teachers 0 to 3.

1. Principles

a) Course contents

The course imparts the knowledge of Maria Montessori's pedagogy for the 0 to 3-year-old child. The course does not contain a critical comparison between other pedagogical approaches.

b) Recognition by the AMI

Recognition for the course through the Association Montessori Internationale Amsterdam lies on hand. AMI sets the requirements for obtaining the diploma at the end of the course to the successful students. The Course Guidelines have to correspond to AMI requirements.

2. Enrollments and Fees

To enroll for the course a signed enrollment form has to be sent to Montessori CH. The signature confirms that the Course Guidelines have been read and are a binding part of the course contract. Montessori CH confirms the participation on the course as soon as the enrollment procedures, examination of data and interview, permit.

a) Enrollment data:

The following data are required for enrollment:

- Completely filled out enrollment form
- Curriculum vitae (CV)
- Copies of certificates of professional training and employment
- Two original letters of recommendations by people who are able to give a professional judgement on the student
- 1 passport photo (digital)
- Interview for admission
- Enrollment fee of CHF 500.- (Please attach a copy of the money transfer receipt.)

In order to teach at a Montessori School at the end of the course a state pedagogical diploma is usually required in some countries. Although this is not a necessary requirement for admission for the course, it is recommended to check out whether such a certificate is needed where one plans to teach.



b) Fees

| | | | |
|-----------------------------------|---|-----|----------|
| Enrollment fee: | submit with enrollment documents | CHF | 500.00 |
| Fees 1 st installment: | due upon receipt of confirmation for the course | CHF | 5'000.00 |
| Fees 2 nd installment: | due January 2024 | CHF | 3'500.00 |
| Fees 3 rd installment: | due August 2024 | CHF | 3'000.00 |
| Examination fee: | due October 2024 | CHF | 800.00 |

Total fees including enrolment fee, course fee and examination fee CHF 12'800.-

Banc address: Raiffeisenbank Region Stans, Robert-Durrer-Strasse 2, 6370 Stans
IBAN: CH42 8122 3000 0077 2026 5,
SWIFT-BIC: RAIFCH22

The course fees have to be paid in Swiss Currency with the enclosed paying-in slips or online.

c) Fees in case of early-withdrawal

The course fees are calculated in such a way that the expenses of the association Montessori CH can be met for carrying out the entire course. For this reason, early termination by the student or a withdrawal during the course is not possible. If, however, someone leaves the course after the admission, this takes place at an untimely time, which leads to a financial loss of the association Montessori CH as part of the unpaid course fees. The student has, therefore, at the time of his / her exit to discharge the following costs in addition to the course fees already due under lit.b:

| | | |
|--|-----|----------|
| At the time of withdrawal before the 1 st module: | CHF | 2'000.00 |
| At the time of withdrawal before the 2 nd module: | CHF | 6'000.00 |
| At the time of withdrawal before 6 th module: | CHF | 2'000.00 |
| At the time of withdrawal before the examination: | CHF | 800.00 |

In case of force majeure, illness or other considerable circumstance that are not caused by the student and hinder his/her further participation in the course Montessori CH strives to refund an appropriate portion of the course fees and find a reasonable solution for both sides.

d) Late Payments

If due payments are not made, Montessori CH can exclude students from further participation. Point 2c will come into effect.

e) Paying by Installments

On request, in justified cases students may request paying by installments.

f) Continuation of the course by force majeure

In case of force majeure the continuation of the course is put in question (e.g. invalidity or death of the course director) Montessori CH will do its utmost to allow the course to continue. Should this not be possible Montessori CH will refund the fees for the part of the course that has not yet taken place, calculated on a basis of pro rata temporis. There will be no further refunds to the students. In such a case, students may be able to enroll in other AMI-Institutions since the curriculum is essentially the same.



3. Course Dates and Timetable

a) Course calendar

Many years of preparation are required in order to practice a profession. If, as in this case, the preparation for the profession of a Montessori pedagogue has to be achieved within a few months, all available possibilities have to be made use of inclusive the use of Saturdays. Alterations are subject to change by the director of the course.

You can find the course calendar in the appendix at the end of this document. It might be subject to change.

The exact dates of the oral examination will be set by AMI and announced by the course instructor as soon as they are known. It is required that all students keep themselves available during the oral examination, even outside their own examination date, for a possible further examination session.

c) Timetable

The timetable requires the attendance during said school vacation modules Monday through Friday, 8:30 a.m. to 4:30 p.m. as well as on evenings and weekends announced before the start of the course. The making of the albums and materials is the responsibility of each student and has to take place after the lectures and practicals and outside the course rooms. Due dates for completion of course work will be given and must be adhered to.

4. Requirements of the Course

a) Attendance

Students have to be present at all the obligatory course activities. This concerns lectures, supervised practicals, discussions, visits for observations at schools, teaching practice at schools, written exams and orals.

Absence is only accepted if there are important and unavoidable reasons. In case of foreseeable reasons there has to be a written application and in case of unforeseeable reasons (illness, etc.) there has to be a signed letter of explanation on return.

Coming late into a session is going to be calculated as 1 hour of absence. Students that arrive after the attendance register has been read, have to report to the course assistant. This notification ensures that the absence is not calculated for the whole day.

Lectures and supervised practicals start promptly at the time indicated on the timetable. If the absence of an activity amounts to more than 10% of its total time, the missing time in this particular activity must be made up. In case of lectures this is not possible (see also: final exams 4i and 4j, retention of the diploma 8b). It is recommended to keep a record on absences, in order to secure that a minimum of 90% of attendance is kept, as this is an AMI requirement.

b) Lectures

Lectures communicate the theory of the Montessori Pedagogy and serve to demonstrate the presentations of the Montessori materials. Further they are an introduction to the Montessori Literature and discussions, the repetition of the course contents and a preparation for the final exams.



c) Albums

The AMI requires that all students make their own albums containing Montessori Theory, as well as write ups and illustrations of all Montessori-materials presented in the course. These albums are to be made by each student her- or himself. They represent the contents of the course that each student has taken part in. Contents from other courses or sources are not part of these albums. Students will prepare 1 Theorie Album and 5 Material Albums.

The basis for the albums are notes and sketches that have been made during the lectures. It is therefore necessary that each student makes complete notes on all that has been offered.

The drawing up of the albums serves to internalise that which has been heard during the lectures, to work effectively with the children and to prepare for the final exams.

The albums contain the following:

- From the theory lecture written papers (in whole sentences with headings).
- Quotations from the Maria Montessori books.
- Presentations that have been given in the lectures are to be recorded in such a manner, that the student is able produce afresh the afore mentioned presentation.
- Drawings are necessary for illustrations, for materials and layouts, as directed by the Course Director.
- Handouts, which have been supplied during the course and form a declared part of the albums.

Format of the albums:

- DIN A4 paper, white, text at least 12 points height, 1.5-line, 2.5 cm borders on all pages
This is recommended, other kind of albums can be made.
- Text for a new material begins on a new page, titles and subtitles are the same as on the handouts
- Sketches or illustrations are created for each presentation and inserted on the left side.
- Albums are usually typed. The use of a laptop during theory
- lectures is possible.
- No video or sound recordings of the lectures are allowed



Reading of the albums:

- Sections of the albums are to be handed in according to the given plan to the staff for control reading. This control reading is meant as a service to the students and a feedback about their work. The read sections are returned to the students with written remarks. The written remarks are to be kept by the students. As soon as the corresponding corrections in the albums have been made the written remarks will be crossed off. Towards the end of the course all the sheets of the written remarks together with the final version of the albums are to be handed in.
- The reading of the albums is not intended to be a complete correction. There is no claim to supply complete tips about faulty or missing parts of the albums. The responsibility for the quality of the albums lies with the students.

Standards of assessment:

- The albums have to be understandable.
- The text contains sufficiently clear directions that the material can be presented to children of the age of 0-3 years
- It is expected that orthography and syntax correspond with the standard of a teacher to be.

Handing in sections of the albums:

- The periodically handed in sheets are listed on the assignment sheet.
- The pages are to be numbered.
- You submit the Digital sections to the office. They will be forwarded to the album reader.
- Album-sections will only be read, when they are handed in on the agreed date complete with text and illustrations.

Corrections:

- It lies in the responsibility of the student to correct the albums according to the remarks, changes and supplements made by the reader.

Final examination of the albums:

- For the final examination each album is to be presented in folders for the final examination.
- Folders have to be separated according to specific sections.
- The folders are to be marked clearly with the name of the student and the subject, each folder contains an index with page numbers which correspond to the page numbers on all pages.
- For the oral exams the corrected and complete albums are being presented to the examiners.

d) Selfmade materials:

- As part of the course requirements students are asked to produce some handmade materials at specific due.

e) Books, Essays:

- There are a number of set books by Maria Montessori to be read for the course. A book-list will be sent out on acceptance of the enrollment on the course. The purchase of these books has to be budgeted by the student. The knowledge that has been acquired through reading these books is essential to discussions, short exams and to the practical work with the materials.



f) Material Practice Sessions

- Attendance at supervised “practicals” is obligatory.
- There are times when unsupervised practicals are possible.
- The purpose of the practicals is to exercise the presentation of the Montessori materials. It is important to practice the handling and presentation of each material and not only to have seen the presentation.
- Later on, during teaching practice with the children and during the finals certain aptitude and ease with the materials is required.
- From time to time students give presentations in the presence of the teaching staff. Afterwards these presentations are being discussed in detail.
- The time during supervised practicals is not to be used to write up the albums, but only to correct and expand the notes taken during lecture presentations.

g) Observations

- It is important to observe the children in Montessori environments as well as at home in order to acquire an aptitude in observing and to verify the insights of Maria Montessori. Observing means to accept the role of a guest student, who does not perform a teaching activity, but is only asked to observe precisely. Focal point of the observations will be given by the Course Director.

Requirements:

- It is necessary to spend at least 250 hours observing children. These observations take approximately four weeks according to the timetable of the schools concerned.
- These are to be completed according to the order.
- In case of absence 4a applies. In case of absence, the school concerned, as well as Montessori CH, has to be informed at once. Also if school is cancelled (e.g. heat, class outings, etc.) 4a applies accordingly.

Choice of schools:

- Students may select schools or homes for observations as well as the date table, subject to approval of the Course Director.
- Observations should take place in classes with an AMI directness – containing a complete set of materials and maintaining a 3 hour work cycle. Only in exceptional circumstances (i.e. Countries where Montessori has not yet begun etc.) will this be reconsidered.
- Observations may take place in Switzerland as well as anywhere in the world, provided there are suitable classes available. (It is recommendable to speak the language of the area).
- Visiting an AMI recognized class abroad is only recommended, if the student knows the language.
- The director of the course will submit a list of recommended schools. Students' own suggestions can be submitted to the course director, who then selects the schools in question.
- Wishes to change the chosen institutions for observations have to be submitted by writing to the course director in good time.



Travelling and accommodation:

- Travelling and accommodation lie within the responsibility of the student.

Tasks:

- Observations are to be dated and the running records have to be timed as well as written up on forms as directed by the course director. These written reports have to be submitted by the students on a set date.
- A record sheet of the student's own attendance is to be kept and signed daily by the class teacher and has to be submitted together with the above mentioned written reports on observation. It is recommended to keep a photocopy of the record sheet of attendance.
- The submitted documents will be judged according to their fulfilling the requirements set on observations.

h) Teaching Practice

- The teaching practice in different Montessori environments gives the opportunity to practice the acquired knowledge of the course.
- Towards the end of the teaching practice, there might be the opportunity to take over the whole class for a limited amount of time.
- Teaching practice is scheduled between December 2023 and September 2024.

Requirements:

- The number of internship hours will be determined by the instructor and communicated in a timely manner.
- If the student is already working in an institution, part of the internship will be planned in exchange with another institution.
- In case of absence, see 4a. Absence must be reported to the specific school and to Montessori CH. Also if school is cancelled (i.e. because of heat, class excursion, etc. see 4a).

Selection of schools:

- The above mentioned for observations, counts also for the teaching practice.
- The places chosen for practice teaching must take into consideration the possibility of the Director of Training or other staff person to visit the student and evaluate his/her performance in the classroom with the children.

Travel and accommodation practice teaching:

- The same counts here as for observations (see 4g).

Tasks:

- The students plan their presentations based on the information given by the class teacher concerning the group of children and the time.
- Records are to be made about the presentations with the help of the forms handed out by the trainer. These records help the student to write a report that is to be handed in at an appointed time.
- An attendance sheet will be signed by the class teacher every day and is to be handed in with the written report. It is recommended to keep a copy of the attendance sheet.
- The submitted documents are judged with regard to the fulfilment of the teaching practice requirements.



Visit of students at teaching practice:

If possible the students are being visited once by one of the course staff during the teaching practice sessions. The results of the visit are being discussed in detail:

- Knowledge of the Montessori pedagogy and the ability to use it with the children in the classroom.
- Knowledge, aptitude and the impression given from the given presentations (language, voice, movements, clothing, attention towards the children and their needs, relationship with the children).
- Taking over other duties in the class
- Cooperation with the class teacher
- Punctuality, sense of duty, ethical integrity

The visit includes a conversation with the class teacher.

The teacher fills in and discusses with the student the evaluation form sent by MCH.

i) Written Final Exams

The written exam is composed of two parts (two days):

- Montessori theory
- Montessori didactics (knowledge of the material and its meaning):
 - Participation is permitted when :
 - all the required course documents are handed in and satisfactory
 - the attendance at the lectures is not less than 90%
 - and all other requirements due are essentially fulfilled.
 - The contents of the exams are taken from the albums as well as from the literature that was required to be read during the course and the essays thereof.
 - The topics will be sent in a sealed envelope by AMI, Amsterdam.
 - The exact date and time will be announced by the trainer. Presumably the exam will be lasting two days. The course staff will grade the exams and the results will be communicated to the students during the final weeks of the course.

j) Oral Final Exam

- The oral exam takes place at the end of the course. The exact time will be decided upon by AMI and students will be notified of the exact dates.
- Participation is permitted when all the required course documents are handed in, the attendance at the lectures is not less than 90% and all other requirements, including course fees, due are essentially fulfilled.
- The exam commission will be headed by an examiner chosen by the AMI and other AMI examiners will be chosen by the Course Director.
- The exam commission will decide on the results of the exam.
- The exam is about three hours per student. The actual exam time depends on the examiner.
- The order of the exam candidates will be determined by the trainer.
- It lies in the hands of the exam commission to possibly ask candidates to resit another day. Therefore, it is necessary that all candidates are available for the whole duration of the exams.
- The albums are presented to the examiners and remain with them until the end of the exams.

5. Academic Integrity

The students agree to the following rules of academic integrity for the whole time of the course.

Academic dishonesty hurts the quality of the course and the accomplished work of others.

Examples are:



Plagiarism:

- Nobody will knowingly use someone else's work as his/her own.
- All texts that are being handed in must be one's own personal work. Exceptions to this are typing services for a fair copy of the manuscripts.
- Photocopies and electronic duplicates of the work of others cannot be handed in.

Cheating:

- Books, notes, communication with others are not allowed during an examination.

Forgery:

- Sources of information are not allowed to be forged, such as attendance documents, letters and other confirmations.

Help with academic dishonesty:

- Nobody will intentionally or knowingly support academic dishonesty.

Infractions of academic integrity is a serious wrongdoing and can result in dismissal from the course. The trainer has to investigate such incidents and has to take appropriate disciplinary actions. The results will be written down in the students records.

6. Progress of studies

a) Conferences with students

- The Course Director will meet with individual students to discuss the individual student's progress. The Course Director will hold periodic conferences at specific times during the course duration. It might be necessary to hold such conferences outside course hours.
- Each student, the trainer or any other person in the course staff can ask for an additional conference at any time.

b) Probation

A probation can be set up because of different reasons :

- Acceptance with probation because not all the application requirements were fulfilled.
- The absences amount to more than 10% of the attendance.
- More than 10% of the album material is not being handed in on time or has not been executed satisfactorily
- Other course requirements are not being fulfilled, i.e. observations, teaching practice, including the written reports that go along with both of them.

The time of probation and the requirements to be fulfilled are discussed by the Course Director and the student, written down and signed by the student.

The probation is finished when the written requirements are fulfilled. This is being decided by the Course Director, who writes a written confirmation to the student.

If the probation ends and the requirements have not been fulfilled, the student is dismissed from the course. Refunds are processed according to the refund policy.



7. Withdrawal

A student may withdraw from the course by submitting a written letter of withdrawal to Montessori CH. Refunds will be processed according to the refund policy. The student then receives a written confirmation for the participation of the course up to the withdrawal date. The written confirmation does neither contain any details about lectures and other course requests nor does it contain a grading of the work done during the course.

8. Course Completion

a) Diploma

The AMI Diploma is granted upon satisfactory completion of all the course requirements and the complete payment of the tuition.

The AMI Diploma confirms that the owner thereof has studied the principles and has practiced the theory of the Montessori pedagogy for the particular age and has passed the written and oral examination. This Diploma does not automatically permit the owner to teach at any school without fulfilling the requirements of the state concerning teaching credentials. The holder of this diploma is not entitled to train teachers.

b) Requirements for Certification

The meaning of having passed, deferred or failed the exam of an AMI course is stated in the AMI document «Requirements for Certification». This document is signed by the course director and the student with the application for the course.

c) Dismissal

Students may be asked to discontinue their course for medical, psychological, academic or other reasons.

9. Course classrooms

- The rules and regulations set up by the trainer and/or landlord have to be respected.
- The students take on certain responsibilities in keeping the classrooms clean and in order.
- Smoking is not permitted in the classrooms and any of the schools where observation and practice teaching is taking place.
- To bring, eat or store food is only permitted in the specified areas.
- Montessori CH cannot be held liable for the disappearance of any personal belongings. It is recommended not to bring any valuables to the course or leave them unattended.
- Child care or pet care is to be set up outside the course premises.
- Each student is responsible to find his or her own accommodations.

Basel, February 2023



Appendix: Course calendar

**Montessori CH, International Training Centre
AMI Assistant to Infancy 2023-2024 Zurich, Switzerland**

Module 1: 3 weeks, on site

13.11.-01.12.2023

Monday to Friday, 8:30 am – 4:30 pm

Online seminar: 2 days, online

15.12.-16.12.2023

Friday and Saturday, 9 am – 3 pm

Online seminar: 2 days, online

12.01.-13.01.2024

Friday and Saturday, 9 am – 3 pm

Module 2: 4 weeks, on site

19.02.-15.03.2024

Monday to Friday, 8:30 am – 4:30 pm

Online seminar: 2 days, online

12.04.-13.04.2024

Friday and Saturday, 9 am – 3 pm

Online seminar: 2 days, online

24.05.-25.05.2024

Friday and Saturday, 9 am – 3 pm

Online seminar: 2 days, online

16.08.-17.08.2024

Friday and Saturday, 9 am – 3 pm

Module 3: 3 weeks, on site

02.09.-20.09.2024

Monday to Friday, 8:30 am – 4:30 pm



Montessori CH
Internationales Ausbildungszentrum



Online seminar: 2 days, online

18.10.-19.10.2024

Friday and Saturday, 9 am – 3 pm

Online seminar: 2 days, online

01.11.-02.11.2024

Friday and Saturday, 9 am – 3 pm

Module 4: 4 weeks, on site

18.11.-13.12.2024

Monday to Friday, 8:30 am – 4:30 pm

-> including exam preparation / exams / graduation ceremony