



## **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**

The course is recognised by the Association Montessori Internationale, Amsterdam, Netherlands. AMI sets the requirements for obtaining the diploma at the end of the course for the successful students. The Course Guidelines correspond to AMI requirements.

### **2. Enrolments and Fees**

To enrol for the course a signed enrolment form must be sent to Montessori CH. The student's signature confirms that the Course Guidelines have been read and are a binding part of the course contract. Montessori CH confirms the participation of a student in the course as soon as the enrolment procedures, examination of data and interview, permit.

#### **a) Enrolment data:**

The following items are required for enrollment:

- Completed and correct enrolment application 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 reference for the student
- 1 passport photo (digital)
- Admission interview
- Payment of the enrolment application 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 often required. Although this is not a necessary requirement for admission for the course, it is recommended to check whether such a certificate is needed where in each country where the student plans to teach.



## b) Fees

Enrolment fee:	Submit with enrolment documents	CHF	500.00
Fees 1 <sup>st</sup> installment:	due upon receipt of confirmation for the course	CHF	5'000.00
Fees 2 <sup>nd</sup> installment:	due January 2024	CHF	3'500.00
Fees 3 <sup>rd</sup> 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.-

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

The course fees must to be paid in Swiss Francs with the enclosed paying-in slips or online. If transferring funds from outside of Switzerland, please ensure you have covered any transfer and currency exchange fees.

## 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 point b).

At the time of withdrawal before the 1 <sup>st</sup> module:	CHF	2'000.00
At the time of withdrawal before the 2 <sup>nd</sup> module:	CHF	6'000.00
At the time of withdrawal before 6 <sup>th</sup> 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 course fees are not paid by the due date, Montessori CH may exclude students from further participation. However, the remaining fees will also be due as per point 2c).

## 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 enrol 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. As this course is given in 'intensive modules' the schedule may include weekend classes. The course director is free to change the schedule as needed to ensure that the students fulfil the requirements of AMI.

You can find the course calendar in the appendix at the end of this document. The schedule is always 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 period, even outside their own examination date, for a possible further examination session if necessary for any reason.

#### **c) Timetable**

The timetable requires the attendance at lectures and practical sessions on weekdays, evenings and weekends. In addition, the students make their own albums and materials outside of the course schedule. Due dates for all the course work will be provided and students must meet the required due dates in order to successfully be awarded their AMI Diploma.

### **4. Requirements of the Course**

#### **a) Attendance**

Students must be present at all the obligatory course activities. An absolute minimum attendance requirement of 90% is applied by Association Montessori Internationale (AMI). This attendance requirement is applied to lectures, supervised practicals, discussion and study groups, visits for observations at schools, teaching practice, written and oral exams,

Absence is only accepted if there is an important and unavoidable reason. In case of foreseeable reasons there must be a written application letter addressed to the AMI trainer. In case of unforeseeable reasons (illness, accident, misadventure) a signed letter of explanation must be provided by the student on return.

Arriving late to class is recorded as 1 hour of absence. Students that arrive after the attendance register has been read, must report to the course assistant. This notification ensures that the absence is not recorded as a 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 (material making, practicals) must be compensated with additional work. 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 of your own attendance/absences, in order to ensure that a minimum of 90% of attendance is kept, as this is an AMI requirement for the award of the AMI Diploma.

#### **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 must prepare their own set of Albums as per the guidelines given by the trainer.

The basis for the albums are presentations, diagrams and explanation given by the AMI trainer. It is therefore necessary that each student makes their own complete notes on all that has been presented.

The preparation of the Montessori 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 include (but are not limited to) the following:

- Theory papers and summaries.)
- Quotations from books written by Dr Maria Montessori and other 0-3 Montessori specialists.
- Written documents and instructions related to the preparation and presentation of the Montessori materials.
- Illustrations where needed and as directed by the AMI trainer.
- Handouts, which have been supplied during the cours, as directed by the AMI trainer.

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 each new material begins on a new page, titles and subtitles are the same as on the handouts and table of contents given by the AMI trainer.
- Sketches or illustrations are created for each presentation and usually 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. Any student who makes an unauthorised recording of any of the course content, or places any course content online without the permission of the AMI trainer, may be at risk of having their enrolment immediately terminated.

Reading of the albums:

- Students submit their written work as per the schedule provided by the AMI trainer. Album work is read and feedback is given where necessary to help students to ensure their work is accurate and complete.
- Our 'album readers' are Montessori professionals who are busy with their own work. They provide their time as a service to the students and are to be treated with respect.

Standards of assessment:

- The written work must 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:

- Montessori CH uses an online teaching and learning system called 'schoolology' for the submission of written work. Students must be able to upload their documents electronically, and read or download any feedback given.
- Students who submit work late will not be given priority by the readers or trainer.

Corrections:

- Students are responsible for ensuring that they make the necessary corrections and that their albums are complete. The responsibility for the quality of the written work lies with the students. The albums will be submitted, checked and approved by the trainer before the student is allowed to take their final exams

Final examination of the albums:

- All the albums, prepared according to the guidelines of the AMI trainer, and presented at the final (oral) exam.
- The albums must be organised according to the guidelines given.

Every album must be marked. clearly with the name of the student and the subject, with a table of contents and page numbers.

#### **d) Selfmade materials:**

- Handmade/Self-Made materials are a course requirement. The trainer will provide the requirements, instructions and due dates for the submission of this required 'material making'.

#### **e) Books, Essays:**

- A list of required and recommended reading for the course will be provided when you enrol for the course. We also provide some suggestions of where the books can be sourced.
- The students may choose to purchase the books at their own cost, or to arrange to borrow books from their school, local library, or another Montessori teacher. Most of the books are easily available. We highly recommend you read these books before beginning the course. The knowledge that will be acquired through reading these books is essential to discussions, exams and to the practical work with the materials.

#### **f) Material Practice Sessions**

- Attendance at supervised "practicals" is obligatory.
- Students may also be invited to continue with unsupervised practical sessions outside of the course schedule.
- 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 and every material.

To be successful both with exams, and as a Montessori professional, Later on, during teaching practice with the children and during the finals certain aptitude and ease with the materials is required.

Students may also be required to practice their materials presentations in front of the other students and trainer.

- Hours allocated to supervised practica must not be used to write albums. But only to work with the materials and correct and expand their presentation notes.



## **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. Training and guidance on observation will be given by the AMI trainer.

### Requirements:

- It is necessary to spend at least 250 hours observing children. For the 0-3 training this is divided between observing children in a 'group setting' and in the home or other community spaces. Observation hours cannot begin before the required observation training is given during the AMI Diploma course.

### Choice of schools:

- Where a student observes in a Montessori or other childcare setting, this must be pre-approved and discussed with the trainer.
- The scheduling of observations (in the home or in a group setting is organised by the student.
- Teaching practice may *\*only\** be completed in a classroom with an AMI trained guide present. Only in exceptional circumstances (i.e. Countries where Montessori has not yet begun) 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 recommended that you understand the language of the child/ren that you wish to observe).
- Visiting an AMI 0-3 programme abroad is only recommended if the student is able to understand the language/s of the community.
- The director of the course will provide a list of recommended 0-3 Montessori programmes. If a student wishes to visit a programme not on the list, they must discuss this first with the AMI trainer.

### Travelling and accommodation:

- Travelling and accommodation costs are the responsibility of the student.

### Tasks:

- Observation notes and summaries are to be prepared according to the guidelines given by the AMI trainer. This includes attendance details, observation hours, notes and summaries.
- Students are required to keep a copy of their observation records as well as submitting these to the trainer.

## **h) Teaching Practice**

- Practical teaching experience must be completed according to the guidelines provided by the AMI trainer.

The practical teaching experience in a Montessori Infant/Toddler Community includes supervision and feedback from an AMI trained 0-3 Diploma holder.

The trainer will provide a list of approved Montessori Infant/Toddler Communities which can be visited for practical teaching experience. If a student wishes to visit a community that is not on the list, they must first request and be given the approval of the AMI trainer.



Travel and accommodation practice teaching:

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

Tasks:

- The students plan their work according to the direction of the AMI 0-3 supervisor.
- An attendance sheet will be signed by the class teacher every day and is to be handed in with the written report. The student must keep a copy of the attendance sheet.
- The submitted documents are judged with regard to the fulfilment of the teaching practice requirements.

### **i) Written Final Exams**

The written exam is composed of two parts (two days) and the topics that may be included in each exam will be given by the AMI trainer.

Students may be refused access to the written exams if:

- Their course attendance is less than 90%

Their written work is not completed to a satisfactory standards.

The exam questions are set by the Association Montessori Internationale and provided by the head office in Amsterdam.

The results of the written exam are provided to students before they begin the oral exam.

Students who do not satisfactorily complete both written exams, may be prevented from taking the oral exam.

### **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.
- Photocopies and electronic duplicates of the work of others must not be submitted.





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 is required to investigate such incidents and must take appropriate disciplinary actions. Any disciplinary action will be also communicated to AMI head office and remain on the student's record.

## **6. Progress of studies**

### **a) Conferences with students**

- From time to time, the AMI trainer may meet with individual students to discuss their progress.
- It may be necessary to hold such conferences outside course hours.
- Each student, the trainer or any other person in the course staff may request an additional meeting at any time.

### **b) Probation**

A probation may be set up for 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 required written forms and documents.

The time of probation and the requirements to be fulfilled are discussed AMI trainer and the student, written down and signed by the student. When the probationary requirements are fulfilled, the AMI trainer will then provide a confirmation to the student.

If the probation ends and the requirements have not been fulfilled, the student is dismissed from the course. Refunds are only 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 only 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.

This written confirmation will not contain any details of the course components or grading of work. It will only confirm that the student was enrolled for a period of time and provide the dates.

IF a student intends to apply for a transfer to another AMI Diploma course for any reason, AMI requires that they must first gain approval from the current training centre (eg. Montessori CH) – only when their obligations are fulfilled to the current course (Montessori CH), including payment of necessary course fees, and a written agreement is established between MCH and the future training course, that a transfer will be possible. Students should note that such transfers are often very difficult to coordinate and permission is not typically given by AMI.

## 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 an AMI 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 will be signed by the course director and the student before the end of the second day of the Diploma 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