

~ **ELEMENTARY COURSES** ~

**Introduction**

Our Elementary level courses provide a comprehensive preparation for teachers who wish to work in Montessori elementary multi-age classrooms. Montessori education is based on the natural interests and needs of children at each stage of their development. During the elementary years, children develop a thirst for knowledge and can imagine things outside their immediate personal experience. They want to explore the world beyond the home and school, and they seek involvement and a sense of belonging in peer groups. The elementary curriculum provides children with a framework for studying nature and the universe, and supports the continued development of concepts, skills and personal growth in all areas.

**Elementary I Course ( 6-9 year olds)**

Classes cover Montessori philosophy, theories of child development, classroom management, curriculum, and instructional strategies. The program includes lectures, demonstrations, discussions, and practice sessions. Students prepare detailed manuals of lesson plans in each curriculum area, practice giving lessons using specific learning materials, and design and make their own materials for classroom use. Instructors are supportive and bring a diversity of experience and expertise to their classes. This is an intensive and highly rewarding experience.

**Elementary I-II Course ( 6-12 year olds)**

The Elementary II course is a continuation of the Elementary I level course and requires an additional six weeks of summer coursework with a focus on more advanced content for the older children.

Continuing students may arrange for their practicum in either a lower elementary or an upper elementary classroom. The Elementary II course continuation is also open to teachers who already hold an Elementary I credential from another AMS affiliated program.

**Student Teaching Practicum ( 9 months )**

The practicum is a key component of the student's preparation to be a teacher. Generally, the student is paid a stipend as an assistant to the classroom teacher.

**Practicum Arrangements**

MECR provides assistance in finding a practicum position. Final arrangements are the responsibility of the student and the participating school. Under special circumstances, the student may be responsible for the class and undertake a self-directed student teaching practicum. However, a self-directed student teaching practicum is not recommended except in unusual circumstances and must be approved by the MECR Director. The student teaching practicum site (school) must be approved by MECR. A waiver is required if the school is not affiliated with the American Montessori Society. A MECR field consultant maintains monthly contact with the student teacher, including at least three on-site visits to observe the student working in the classroom.

**CALENDAR 2008-2009**

**OVERVIEW COURSE:**

Mon June 9 - Fri June 13, 2008 (5 days & 1 eve)

**ELEMENTARY I**

The EI course may be completed in 13 months starting June 16, 2008.

Total classroom instructional hours: 393

**Summer Session:**

Mon June 16 - Thurs August 7, 2008 (8 wks)  
(Monday to Friday: 8:00 a.m. to 4:30 p.m.)

**December Seminar:**

Fri Dec 5 - Sun Dec 7, 2008 (3 days)

**February Seminar:**

Fri Feb 13 - Mon Feb 16, 2009 (4 days)

**June Seminar:**

Mon June 15 - Thurs June 25, 2009 (2 weeks)

**Student Teaching Practicum:**

September to June 2008-2009

6 hours per day, 5 days a week, for 9 month school year (1080 hours)

**ELEMENTARY II**

The EII continuation course may be completed in 6 weeks, starting June 30, 2008.

Total classroom instructional hours: 210

**Summer Session 2008:**

Mon June 30 - Thurs Aug 7, 2008

(Mon - Fri: 8:00 a.m. to 4:30 p.m.)

### **AMS AFFILIATION**

Students who successfully complete the MECR elementary course and hold a BA/BS degree are recommended for the American Montessori Society Elementary I (6-9) or the Elementary I-II (6-12) credential.

American Montessori Society  
281 Park Ave South, 6th Floor, NY 10010  
TEL (212) 358-1250  
www.amshq.org

### **ACCREDITATION**

MECR is fully accredited by  
The MACTE Commission  
506 Seventh Street, Racine, WI 53403  
TEL: 262-898-1846  
www.MACTE.org

### **MECR FACILITIES**

In 2002 MECR moved into an 8,500 square foot air-conditioned building at 4745 Walnut Street, a quiet street close to central Boulder, with administrative offices, lecture rooms for four course levels, and a student lounge and library. Refrigerators and microwaves are available for student use.

It is a short walk to the Boulder Creek path for picnic lunches and bicycle access.

Some Elementary II classes are held at off-site locations.

### **DIRECTIONS**

From 30<sup>th</sup> St: Go E on Walnut St and under 47<sup>th</sup> St bridge. MECR is on the left.

From Foothills Pkwy (47<sup>th</sup> St/Rte 157):  
Go W on Arapahoe, N on 38<sup>th</sup> St, E on Walnut St.

### **PARKING**

Park beside the MECR building or on the street. There is a bicycle rack on the west side of the building.

### **CAREER OPPORTUNITIES**

The number of Montessori schools continues to grow throughout the United States in both the public and private sectors. As a result, there is a demand for professional, competent teachers, who have completed high quality training courses. Private Montessori schools in Colorado seek elementary teachers who hold a Montessori Elementary level credential. Public Montessori schools also require a state teacher license.

The MECR office serves as an informal clearinghouse for job opportunities throughout the year. Current listings are displayed in the student lounge. In addition the American Montessori Society maintains a computerized placement service and publishes regular salary surveys.

MECR does not offer a formal placement assistance program and cannot guarantee employment, occupational advancement or a specific salary.

### **OPTIONAL COLLEGE CREDITS**

The University of Colorado at Denver Division of Extended Studies grants college credit for the summer academic phase of the MECR course. Registration will take place during the first two weeks of classes.

Up to 10 credit hours may be received for Elementary I level classes taken at MECR and up to 9 credit hours may be received for Elementary II level classes.

The anticipated cost is \$55 per credit hour.

### **AUDIT PRIVILEGES FOR GRADUATES**

Teachers who have graduated from a MECR course are invited to review coursework by returning to audit classes at the same course level. Call to check space availability. There is no fee.

## TUITION AND FEES 2008-2009

<b>Application Fee:</b>	\$ 100 - \$150 for applications received after May 1st.
<b>Registration Fee:</b>	\$ 500 - Due 15 days after acceptance. Applied to the full tuition.
<b>Elementary I Course:</b>	\$ 6,100 - Academic Phase only: \$3,800
<b>Elementary II Extension:</b>	\$ 4,100 - No additional practicum
<b>*Overview Course:</b>	\$ 500 - Due June 1

\* Required for Elementary I students who do not hold an EC credential from a MACTE accredited institution.

### Elementary I Payment Plans

**Plan A:** *Standard Payment Plan - Classes begin June 16, 2008*

\$ 500 Enrollment registration fee due 15 days after acceptance  
\$ 3,300 due June 1, 2008 = \$3,800 total for academic phase  
\$ 2,300 student teaching practicum fee, due August 1, 2008  
**\$ 6,100 Total**

**Plan B:** *Deferred Payment Plan (includes \$150 additional charge)*

\$ 500 registration fee, due 15 days after acceptance  
\$ 2,350 due June 1, 2008  
\$ 1,700 due August 1, 2008  
\$ 1,700 due January 15, 2009  
**\$ 6,250 Total**

**Plan C:** *Monthly Payment Plan (includes \$200 additional charge)*

\$ 500 registration fee due 15 days after acceptance  
\$ 2,350 due June 1, 2008  
\$ 345 due by the first of each month, July 2008 to April 2009 (10 payments)  
**\$ 6,300 Total**

**Plan D:** *For students receiving Federal Financial Aid*

\$ 500 registration fee due 15 days after acceptance  
\$ 2,800 due July 2008 on initial Federal fund disbursement  
\$ 2,800 due December 2008 on second Federal fund disbursement  
**\$ 6,100 Total**

### Elementary II Payment Plans

**Plan A:** *Tuition paid in full by June 15, 2008. ( Classes begin June 30, 2008 )*

\$ 500 registration fee, due 15 days after acceptance  
\$ 3,600 due June 15, 2008  
**\$ 4,100 Total**

**Plan B:** *Deferred Payment Plan (includes \$100 additional charge)*

\$ 500 registration fee, due 15 days after acceptance  
\$ 1,850 due June 15, 2008  
\$ 1,850 due August 1, 2008  
**\$ 4,200 Total**

### Student Teaching Practicum Field Consultant Expenses

MECR pays the consultant honorarium and local travel expenses for three visits by a qualified Field Consultant to the student's teaching practicum site. Students at schools more than 100 miles from Boulder may expect additional expenses for consultant travel and accommodations unless a local consultant is available. MECR will pay the first \$60 of these expenses for each visit (Total \$180 for 3 visits.). The student (or sponsoring school) is responsible for consultant travel and accommodation expenses above this amount. Self-directed practicum students may receive additional Field Consultant visits.

**Books:** Students should budget a minimum of \$170 to purchase required texts.

**Materials-Making and Supplies:** Plan for expenses of at least \$1,000 for making materials and albums in the summer and through the year. Students will want access to a computer for homework, and should bring writing supplies to class, as well as color pencils, geometry compass, ruler, pencil-sharpener, stapler, hole-punch. A camera is very useful.

## FURTHER FINANCIAL INFORMATION

### **Housing and Travel**

Housing and travel arrangements are the responsibility of the student. A list of apartments and rooms for rent, is available on request in the spring.

### **Delinquent Accounts**

Students whose accounts become delinquent by 30 days will not be permitted to participate further in the course (including seminars, field consultant visits, practicum, assessments). Accounts must be fully paid in order for students to be recommended for certification.

### **Cancellation/Termination Policy and Refunds**

MECR reserves the right to cancel courses due to insufficient enrollment up to 6 weeks before classes begin. In case of cancellation, or in the unlikely event that MECR discontinues a course in progress, students enrolled in the course will receive a full refund of tuition. Refunds will be made within 30 days of the official date of cancellation or termination of a course, which is the date when the decision is made by the MECR Board. In the event that MECR ceases operation, there are no refunds.

### **Postponement of Starting Date**

Postponement of a starting date, whether at the request of the school or the student, requires a written agreement signed by the student and MECR. The agreement must set forth: a) Whether the postponement is for the convenience of MECR or the student, and b) A deadline for the new start date, beyond which the start date will not be postponed. If the course is not commenced, or the student fails to attend by the new start date set forth in the agreement, the student will be entitled to an appropriate refund of prepaid tuition and fees within 30 days of the deadline of the new start date set forth in the agreement, determined in accordance with MECR refund policy and all applicable laws and rules concerning the Colorado Private Occupational Education Act of 1981.

### **Withdrawals and Refunds**

All payments are refunded if an applicant is not accepted.

Any student wishing to withdraw at any point during the course must submit his or her reasons in writing to the Director. Refunds will be determined by the date that notice is received.

Refunds of college credit fees are subject to the University of Colorado refund policy.

A student has the right to cancel an Enrollment and Tuition Agreement for 3 days after submitting it.

If a student withdraws

Before the first week of classes:

All fees will be refunded except for a \$150 processing fee.

After classes begin, academic phase tuition will be refunded with deductions as follows:

- 10% within Week One
- 25% within Weeks Two and Three
- 50% within Week Four
- 75% within Weeks Five and Six.

There will be no refunds after the sixth week.

Student teaching practicum phase refunds will be made with deductions as follows:

- 10% before September 15
- 25% between September 15 and November 1
- 50% between November 1 and January 15
- 75% between January 15 and March 15

After March 15 no refunds will be made.

Refunds will be provided within 30 days of receipt of written notice of withdrawal. This refund schedule is based on instructional hours. Any complaints may be filed with the **Colorado Dept of Higher Education Division of Private Occupational Schools, 1380 Lawrence St, Denver CO 80204. Tel: 303-894-2960.** There is a two year limitation on the Division taking action on student complaints.

## FINANCIAL ASSISTANCE

Contact Susan Roth, MECR Financial Aid Administrator (susan@mecr.edu)

Most students receive stipends from their school during the student teaching practicum phase. The following resources are also available.

### Federal Student Financial Aid Programs

Students who are enrolled or accepted for enrollment as candidates for certification in a MECR Infant and Toddler, Early Childhood or Elementary I Course, and are U.S. citizens or eligible non-citizens, and have financial need, may qualify for one of the following programs:

#### - Federal Pell Grants

Available only to undergraduates. Do not have to be repaid.

#### - Federal FFEL (Federal Family Education Loans) Stafford Loans

Available to both college graduates and undergraduates.

Loans must be repaid starting 6 months after completion of the course. Unsubsidized loans accrue interest beginning immediately after receiving the loan. Subsidized loans do not accrue interest until repayment begins.

#### - Federal FFEL PLUS Loans

Available to eligible parents of students. Must be repaid with interest, starting within 60 days after the final loan disbursement. Yearly limit is equal to the cost of attendance minus any financial aid received.

**Application Information** See [www.studentloanonline.com](http://www.studentloanonline.com)

or call the MECR office or the U.S. Department of Education at 1-800-4FED-AID (1-800-433-3243) for the booklet, Funding Education Beyond High School. This booklet explains the following:

1. How to apply
2. How eligibility is determined
3. Borrower rights and responsibilities
4. Terms and conditions for receiving a deferment on the loan

Complete a **FAFSA** (Free Application for Student Aid) at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) (Federal School code = 033063)

**Application Deadline:** Students are urged to apply as soon as possible after completing their tax forms.

For students who seek reimbursement through financial aid for fees already paid, the application must be at the school by the student's last day of enrollment in the academic year in which the course is completed.

#### Corrections

If information was reported incorrectly, the student may be required to update or correct application data.

**Verification** For applications selected for verification by the Dept. of Education the student will be required to complete the Verification Worksheet and provide specified documentation.

### American Montessori Society - Teacher Education Scholarship Fund

Grants are awarded annually to applicants who have been accepted for enrollment in an AMS affiliated teacher education course. Application requires a personal statement, three letters of recommendation, a financial statement with a copy of the most recent income tax return, and verification of acceptance by the Director of the teacher education program. **Application Deadline:** May 1<sup>st</sup> of the calendar year of initial enrollment. The complete MECR application must be received at the MECR office by March 31<sup>st</sup> to allow time for processing.

**Application Forms:** Available on the AMS web-site at [www.amshq.org](http://www.amshq.org) or from the MECR office.

### “Big Picture Science” Scholarship

This award is made to a student who has been accepted for enrollment in the MECR Elementary course who has a special interest in science education and materials development. Submit a letter of application by March 31<sup>st</sup>.

### Disbursement

**1. Federal Funds:** Funds are deposited in the MECR federal account and credited to the student's MECR account in two equal payments in mid-July and mid-December. MECR reserves the right to apply funds to tuition and fees first. Remaining funds are disbursed by MECR in two equal semi-annual payments. The student must maintain satisfactory progress in order to receive continued funding. The maximum time-frame for completion is 1.5 times the published course length. For FFEL loans, there is a bank fee. An Entrance Counseling interview with the MECR Financial Aid Administrator is required before disbursement.

**2. AMS Scholarship:** This funding is paid directly to MECR and credited to the student's MECR tuition account. If the student withdraws before completing the course, the unused portion of the tuition must be returned to the AMS Scholarship Fund.

## ADMISSIONS AND ENROLLMENT

### Prerequisites

A BA or BS degree is required to be eligible for an AMS Elementary teaching credential.

Attendance at the one week Overview Course is required for applicants who do not hold a Montessori Early Childhood credential from a MACTE accredited institution.

*If you have not observed a Montessori class in session or read any books by or about Maria Montessori, we urge you to do so before completing your application.*

### Application Packet

The following materials must be submitted to the MECR Office:

- Completed application form
- Current resume
- Personal Statement - Please respond to the following questions in one or two pages:
  - a. What do you know about the Montessori approach to education?
  - b. Why are you seeking a Montessori teaching credential?
  - c. What are the personal qualities and talents that you bring to the classroom?
- Application fee (Check for \$100 payable to MECR. We do not accept credit cards.)
- Two official college transcripts, mailed directly to MECR from the college
- Three references on MECR reference forms, to be mailed directly by each person named
- Copy of Montessori teaching certificate (if applicable)

### Application Deadlines

We recommend that students start the application process during the period January 1<sup>st</sup> to March 31<sup>st</sup>.

AMS Scholarship applicants must submit complete applications no later than March 31<sup>st</sup>.

The application fee after May 1<sup>st</sup> is \$150 and late applicants risk lack of space availability.

### Interview Requirement

Upon receipt of all the above application documents, we will review your file and contact you to make arrangements for a personal interview at the MECR office. Out of state applicants may request a telephone interview.

### Acceptance and Enrollment

Accepted students receive an Enrollment Packet which includes a Course Handbook and an Enrollment and Tuition Agreement form. The Director makes the final decision on admissions. Enrollment is complete when the student returns the signed Enrollment Agreement with the registration fee.

### International Transcripts

Applicants who hold a degree from a foreign college which is not accredited by one of the six regional accrediting agencies within the United States, must submit an independent evaluation of their diploma to establish its equivalency to a U.S. degree. Contact:

World Education Services - Web-site: [www.wes.org](http://www.wes.org)

### Transfer Credit

MECR does not give credit for previous training, education or experience, unless that training is at the same course level at another AMS affiliated institution and fully documented by that institution.

### Mail Application Materials to:

Montessori Education Center of the Rockies  
4745 Walnut Street, Boulder, CO 80301

### To request further information:

Call: 303-494-3002  
E-mail: [info@mecr.edu](mailto:info@mecr.edu)