~ INFANT & TODDLER COURSE ~

Introduction
The Infant and Toddler course prepares adults to create a nurturing environment that is developmentally appropriate for children from birth to three years, and to provide consistent support for the spontaneous growth of each child, with full recognition of the key role of the family.

The fundamental importance of this stage of development, which Montessori called the period of “the unconscious absorbent mind”, is much better recognized than in the past, and the Montessori approach emphasizes respect for the child’s innate capacity to seek out what is meaningful to his or her development.

Students receive a strong foundation in child development, Montessori philosophy and environmental design, which prepares them to serve in a wide range of environments for infants and toddlers. In addition to meeting various community needs such as quality childcare, graduates are able to assist parents in focusing on the characteristics and needs of the first three years of life.

Summer Academic Phase (7 weeks)
Classes cover Montessori philosophy, theories of child development, environmental design, classroom management, administration, and issues relating to child, family and community. The program includes lectures, demonstrations, discussions, and observation sessions.

Students prepare detailed resource manuals in each curriculum area and design materials for the child’s environment. Instructors are supportive and bring a diversity of experience and expertise to their classes. This is an intensive and highly rewarding experience.

Student Teaching Practicum (9 months)
The practicum is a key component of the student’s preparation. Generally, the student is paid a stipend as an assistant or lead caregiver.

There are three practicum models:
1. Infant Concentration (Birth to 18 months)
2. Toddler Concentration (18 months to 3 years)
3. Infant and Toddler (Birth to 3 years)

Practicum Arrangements
MECR provides assistance in finding a practicum position. Final arrangements are the responsibility of the student and the participating school/center. The student teaching practicum site must be approved by MECR. AMS affiliated centers are preferred.

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 2016-2017

OVERVIEW
Monday June 6 - Friday June 10, 2016 (5 days)
Required for students who do not hold a Montessori EC Credential. Total hrs: 45

INFANT & TODDLER COURSE
The course may be completed in 12 months starting Monday June 13, 2016.
Total classroom instructional hours: 252

Summer Academic Phase (7 weeks)
Monday June 13 - Friday July 29, 2016
(Monday to Friday: 8:45 a.m. to 4:15 p.m.)

November Seminar (3 days)
Friday Nov 18 - Sunday Nov 20, 2016

February Seminar (3 days)
Friday Feb 3 – Sunday Feb 5, 2017

May Seminar (3 days)
Friday May 12 - Sunday May 14, 2017

Student Teaching Practicum (9 months)
September 2016 to June 2017
4 morning hours per day, 5 days a week, for a 9 month school year (720 hours)
AMS AFFILIATION
Students who successfully complete the MECR Infant & Toddler course and hold a BA/BS degree qualify for the American Montessori Society Infant & Toddler credential.
Students who do not hold a BA/BS degree are eligible for the American Montessori Society Associate Infant & Toddler credential. On completion of a BA/BS degree, the Associate credential may be upgraded to a full credential. AMS strongly encourages holders of Associate credentials to obtain a bachelor degree within 7 years of credentialing.

American Montessori Society (AMS)
116 East 16th Street
New York, NY 10003 - 2163
Tel: 212-358-1250 Fax: 212-358-1256
www.amshq.org

MACTE ACCREDITATION
Montessori Education Center of the Rockies is accredited by the Montessori Accreditation Council for Teacher Education

MACTE
108 Second Street SW, Suite #7
Charlottesville, Virginia 22902
Tel: 434-202-7793 Fax: 888-525-8838
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, rooms for four course levels, and a student lounge and library. Refrigerators and microwaves are available for student use and students have Wi-Fi access. It is a short walk to the Boulder Creek path for picnic lunches and bicycle access.

DIRECTIONS
From 30th St: Go E on Walnut St and under 47th St bridge. MECR is on the left.
From Foothills Pkwy (47th St/Rte 157): Go W on Arapahoe, N on 38th St, E on Walnut St.

PARKING
Park on the west side of the MECR building or on the street. There is a bicycle rack in the front of the building. Cyclists should bring a bicycle lock.

CAREER OPPORTUNITIES
There is a great need for high quality care programs for infants and toddlers. Montessori prepared educators are well prepared to work in Montessori Infant and Toddler communities, childcare centers, or in home-based care. Prospective parents also enroll in this course in order to gain insights and skills that will help them support the development of their own children.

The MECR office serves as an informal clearinghouse for job opportunities throughout the year. Current listings are displayed in the student lounge and on our website. 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.

PROFESSIONAL DEVELOPMENT
Teachers who hold AMS credentials issued after July 1, 2013 are required to document fifty (50) contact hours of professional development every five (5) years to maintain active status of the AMS teaching credential. Childcare center staff in Colorado are required to continue to attend workshops annually in their field after initial qualification. Currently the requirement is 15 contact hours each year.

There are many opportunities for professional development after graduation, including AMS national conferences and on-line webinars, regional conferences, MECR workshops, and college classes.

COLLEGE CREDIT
MECR partners with Endicott College and students are invited to obtain graduate credit for their Montessori training through The Institute for Educational Studies (TIES) at Endicott College. See the link on our website and download the Flyer. Also, Endicott has started a new Bachelor Degree program that is geared toward Montessori teachers. Students can receive up to 30 credits towards their degree for previous Montessori training. Contact Dr. Laura Douglass, ldouglass@endicott.edu or view the website: www.endicott.edu/gps

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 and these audits do not count toward professional development requirements.
TUITION AND FEES  2016-2017

Application Fee:  $ 250 ($150 early-bird rate before May 1st)
Registration Fee:  $ 500 Due 15 days after acceptance. Applied to the full tuition.
Infant & Toddler Tuition:  $ 7,050 Academic Phase only: $4,100

*Self-Directed Practicum Fee:  $ 800 - Includes at least two additional Field Consultant consultations
AMS/MACTE Student Fees:  Included in tuition
Overview Course :  $    700 - Due June 1

Required for Infant & Toddler students who do not hold an Early Childhood credential from an AMI, AMS, or other MACTE accredited institution. The Overview course starts June 6, 2016.

Infant & Toddler Course Start Date:  June 13, 2016

Plan A:  Standard Payment Plan
$  500 registration fee, due 15 days after acceptance.
$ 3,600 due June 1, 2016 = $4,100 total for academic phase only.
$ 2,950 student teaching practicum fee due August 1, 2016
$ 7,050 Total

Plan B:  Deferred payment plan (includes $150 additional charge)
$  500 registration fee, due 15 days after acceptance.
$ 2,500 due June 1, 2016
$ 2,100 due August 1, 2016
$ 2,100 due January 15, 2017
$ 7,200 Total

Plan C:  Monthly payment plan (includes $200 additional charge)
$  500 registration fee, due 15 days after acceptance.
$ 2,650 due June 1, 2016
$ 4,100 $410 due by the first of each month, July 2016 through April 2017(10 payments)
$ 7,250 Total

Plan D:  For students receiving Title IV Federal Student Aid
$  500 registration fee, due 15 days after acceptance.
$ 3,275 due July 2016 on initial Federal disbursement
$ 3,275 due December 2016 on second Federal disbursement
$ 7,050 Total

Student Teaching Practicum 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 $200 of these expenses for each of the first 3 visits. (Total $600 for 3 visits.) The student (or sponsoring school) is responsible for consultant travel and accommodation expenses above this amount.

*Self-Directed students pay an additional fee of $800, which includes the cost of at least two additional Field Consultant consultations.

Books:  Students should budget a minimum of $300 to purchase required texts.
Book lists are provided in the Course Handbook, which is provided at the interview.

Albums and Materials-Making:  Plan for expenses of at least $500 for making materials and albums in the summer and throughout the year. Course handouts are included in the tuition fee. Students will need the following resources to complete albums:
- 7 ringbinders with cleartone covers: Four 3”, Two 2”; One 1.5”.
- Sheet protectors (up to 1,000) and extra-wide tabbed dividers (approx 100) - Optional

Supplies:  Students will need a computer and printer for homework, as well as a pencil-sharpener and stapler.
Bring writing supplies, colored pencils, a notebook, and a camera to class.
FURTHER FINANCIAL INFORMATION

Housing and Travel
Housing and travel arrangements are the responsibility of the student. A listing of apartments and rooms for rent is provided to accepted students on our website in the spring. We recommend students visit accommodations or obtain references before signing a rental contract.

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, and assessments). Accounts must be fully paid in order for students to be recommended to AMS 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 unlikely 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 the 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, with the exception of the Application Fee.
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.
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.
FINANCIAL ASSISTANCE

Contact Susan Roth, MECR Financial Director (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. (Please note: The Elementary II continuation course component does not meet eligibility requirements for Title IV Aid):

- Federal Pell Grants: Available only to undergraduates. Do not have to be repaid.
- Federal Direct 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. Subsidized loans do not require financial need.
- Federal Direct 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.

Free Application for Federal Student Financial Aid (FAFSA)
Complete a FAFSA at www.fafsa.ed.gov
The MECR Federal School Code is 033063 and can be found under our legal name: Rocky Mountain Montessori Teacher Training Program, DBA MECR

www.studentloans.gov is a U.S. Department of Education website. Here you will be able to fill out a Master Promissory Note, Entrance and Exit Counseling and find a wealth of information about Student Financial Aid. Telephone assistance is available at 1-800-433-3243 or through the MECR office at 303-494-3002

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.

American Montessori Society – Teacher Education Scholarship Fund

A limited number of grants are awarded annually to selected 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 1st of the calendar year of initial enrollment. The complete MECR application must be received at the MECR office by March 31st to allow time for processing.

Application forms: Available on the AMS website at www.amshq.org

Veterans: Veterans, their spouses and dependents may be eligible for educational benefits. Call the Veterans Administration Regional Office at 1-800-827-1000 for information.

Disbursement

1. Federal Funds: Funds are deposited in the MECR federal account and credited to the student’s tuition account in two equal payments in mid-July and late-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 for completion is 1.5 times the published course length. For Direct loans, a small percentage is taken out of the loan amount by the bank. On-line Entrance Counseling is required before disbursement and can be completed at www.studentloans.gov

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

Prerequisites
A high school diploma or its equivalent, and preferably post-secondary college experience.
A BA or BS degree is required to be eligible for a full AMS teaching credential.
Students who do not hold a BA or BS degree are eligible for an AMS Associate Infant & Toddler credential.
Students with no college experience must submit a notarized copy of their High School diploma. These applicants should have Montessori classroom experience and a reference from the head of school. They will be considered on an ability to benefit basis.
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.
We urge you to observe a Montessori class in session, and to read some books by or about Maria Montessori before completing your application. Recommended books by Dr. Montessori include The Secret of Childhood, The Discovery of the Child, and The Absorbent Mind.

Application Packet
The following materials must be submitted to MECR:
- 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 $250 payable to MECR. ($150 before May 1st.)
- Two official college transcripts, mailed directly to MECR from the college. No electronic transcripts.
- Three references on MECR reference forms, to be mailed or e-mailed directly to MECR by each person named
- Copy of Montessori teaching certificate (if applicable)

International Transcripts
Applicants who hold a degree from a foreign college that 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: www.wes.org

Application Deadlines
We recommend that students start the application process during the period January 1st to March 31st.
AMS Scholarship applicants must submit complete applications no later than March 31st.
The application fee after May 1st is $250 and late applicants risk lack of space availability.

Interview Requirement
Upon receipt of the complete application, 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. Practicum arrangements will be discussed during the 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 Agreement with the registration deposit.

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.

Submit Application Materials Online: www.mecr.edu
To request further information:
Tel: 303-494-3002 E-mail: info@mecr.edu