



HOUSTON MONTESSORI CENTER

7807 Long Point
Suite 100
Houston, TX 77055
713-465-7670

Early Childhood

Houston Montessori Center

7807 Long Point Rd. – Suite 100, Houston, TX 77055-3679

Phone: 713-465-7670 Fax: 713-465-8577

email: drbcoe@aol.com

Elisabeth Coe, Ph.D.
Executive Director

Application

Houston TIES

Program:

Infant & Toddler Secondary I/II
Early Childhood Administrator
Elementary I/II

Name: _____
Last First Middle Preferred

Birth Date: _____ **Social Security No:** _____

Address
: _____
Street City State Zip

Phone: _____
Area Code Home Cell # Area Code Work

Email: _____

Emergency Contact _____
Name Area Code/Phone

Street City State Zip

Education:
High School: _____ Date: _____

College/University: _____ Date(s): _____

Degrees Earned: _____ Major _____ Minor _____

Montessori Credential(s): _____ Date: _____

Location(s): _____

Other Education/Training: _____ Date: _____

Teaching Experience:

Montessori _____ Public/Private _____

Other Experience: _____ Interests/Talents: _____

Please include \$150 application fee, official transcripts/credentials and three letters of recommendation with application

Staff Use:

Accepted: _____ Date: _____ Interviewer: _____

Application Fee Paid Check No. _____ Cash: _____ Money Order _____

Official Transcripts/Credentials Recommendation Letters

Early Childhood Course

Ages 2.5-6

In AMS affiliated courses, a team teaching approach is used in teacher education. The faculty have a wide range of skills and keep up-to-date on the most recent research in the fields of education and human growth and development. Experienced mentor teachers, instructors, and field consultants guide the candidate through the academic and practicum phases of the course. HMC pays all travel expenses for supervision of practicum within 100 miles of HMC. Student teachers or their schools pay for travel expenses over 100 miles.

Each course requires the following components to be completed for certification by AMS:

- Attendance and participation in classes
- Practicum in a classroom
- Written assignments
- Performance assessment
- Portfolio
- Research Project

Academic phase occurs in two summers and three mid-year seminars. The course includes these course components:

- Child Development/Psychology/Montessori Philosophy/Theory
- Observation
- Practical Life/Everyday Living
- Sensorial
- Language
- Mathematics
- Cultural Studies/ Peace Education
- Art, Music, and Movement
- Classroom Leadership

Practicum phase during the school year

- 9 months
- Minimum of 3 hours a day
- Complete at least 60% of academic phase
- Work with a mentor teacher or self-directed*
- Practicum site must meet AMS and HMC standards•

*Under certain conditions, students may have a self-directed practicum. Practicum sites must be an AMS Accredited, Affiliate, Associate or Initiate School.

TUITION AND FEES

Early Childhood	\$5050
Books and Manuals –	\$400
AMS & MACTE student fees:	\$350

TOTAL COURSE COST

Early Childhood	\$5800
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ADMISSION/ENROLLMENT POLICIES

Early Childhood 2.5-6 Course:

Applicants must have at least a high school diploma, submit three letters of recommendation, submit one original transcript, have an interview with the director or a staff member, and complete an essay and survey. Credit may be given for previous course work in another MACTE accredited course.

SCHEDULE OVERVIEW - Early Childhood Ages 2.5 – 6

EARLY CHILDHOOD 2.5 through 6

Summer I

June 11 – June 29, 2012 Wednesday evenings practice optional

June 22 (7-9PM) and June 23 (8-12AM)

Break: July 2-6, 2012

July 9 – August 3, 2012 Wednesday evening practice optional

PRACTICUM 2012-13 SCHOOL YEAR

Seminars

October 10-13, 2012

February 6-9, 2013

April 11-13 2012

Summer II

June 3 – 14, 2013

PRACTICUM

All the infant and toddler, early childhood, elementary, secondary, and administrators teacher education courses require an extensive practicum.

- Infant and Toddler and Early childhood adult learners will complete 540 hours of practicum: a minimum of three hours per day, five days a week for a nine month school year.
- Elementary I, Secondary, Administrators students complete 1080 hours of practicum: a minimum of six hours a day, five days a week for a nine month school year. Administrators also have the option of working 3 hours a day for two school years.

Practicum sites must be an AMS Accredited, Full, Associate, or Initiate School, unless special arrangements are made.

When at least 60% of the academic phase is complete, students may begin their practicum experience.

- Infant and Toddler, Elementary I, Secondary I-II practicum begins after the first summer if criteria are met according to practicum site agreement.
- Elementary I-II and Administrators begin after the first seminar and complete the next school year. If criteria are met according to practicum site agreement

Adult learners will be visited a minimum of three times by a field consultant of HMC. If adult learners are in a self directed practicum, each adult learner will receive a minimum of three visits, and, in addition, given other ways of support such as extra visits, contact with a local mentor teacher, communication by email or phone, etc. which will be available or required on an individual basis according to the needs and experience of the student teacher. Elementary 1-II model C adult learners will have one practicum visit and perhaps other requirements.

If student teachers are outside a 100-mile radius from HMC, the cost of transportation, lodging, and, if required, additional consultant fees must be assumed by the student teacher or the practicum school. The three field visits are included in the tuition fee. Extra practicum fees may be assessed based on the type, location, and special needs of the practicum. The rate is \$75 per in-town visit and \$250 a day for out-of-town visits.

Seminars are designed support adult learners during the practicum phase.

- Infant and Toddlers - 3 seminars usually in October, January, April
- Early Childhood - 3 seminars usually in October, January, April
- Elementary I – 2 seminars usually in October, January,
- Elementary I-II – 3 seminars usually in October, January, October
- Secondary I-II – November, February
- Administrators – November, February, November

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Applicant Essay For Early Childhood

Name _____ Date _____

On a separate sheet of paper, please answer Question 1 and any two of the other four questions. Please write the essays in your own words and your own handwriting. Each essay should be about one page of your handwriting.

1. A 3-year old has been in the classroom for three months and is making good progress, but every day at the same time she begins to lose concentration and wanders around the room distracting other children. Today she takes a piece of equipment from a shelf and crawls under a table where she lies on her back and kicks the underside of the table, upsetting the work of a child who is working at the table. What should you do?
2. Why do you want to work in a Montessori early childhood classroom?
3. Describe your relationship with children from birth to six years of age. Be specific about one recent experience.
4. Describe one bad and one good educational experience you have had personally.
5. What is the goal of an early childhood teacher in a Montessori classroom?

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Practicum Site Agreement

The Houston Montessori Center complies with the standards of the American Montessori Society (AMS) and the Montessori Accreditation Council for Teacher Preparation (MACTE) for the Practicum Site of our adult learners. Your school has been selected as a Practicum Site. If the assigned classroom and school site meet each standard, indicate in the appropriate space. If an alternative is proposed, please check accordingly and describe the alternative on the back of this form. THANK YOU.

MEETS PROPOSES
STANDARD ALTERNATIVE

STANDARD The Practicum site/classroom is an AMS Accredited, affiliate or subscriber school for the current school year.

includes multi-age grouping of children/ Early Childhood - 3, 4, 5 year olds, Elementary I- 6, 7, 8 year olds; Elementary II 9, 10 ,11 year olds, Secondary I /II – at least two different age levels representing ages 12-18 (7th – 12 grade)

provides an environment in which seventy five percent (75%) of the children/adolescents’ week is spent in a Montessori classroom with Montessori materials in a Montessori way.

has the full array of Montessori materials for the age group so the adult learner can implement the curriculum they have taught.

has a written nondiscrimination policy for children/adolescents and staff,

meets all state and local regulations.

provides regular janitorial service: Frequency _____.

communicates administrative policies and guidelines to adult learner and program: _____verbally _____written.

provides the adult learner with a mutually-agreeable job description and contract agreement.

allows the adult learner release time to meet seminar requirements and observations.

is generally supportive of the adult learner in all efforts to meet the practicum requirements.

if supervising teacher, has two years after credential of experience at the appropriate level.

adult learner has had the appropriate background check necessary in his/her state.

adult learner has completed 60% of academic course work.

Adult Learner _____

Name of School _____ **AMS #** _____

Address of School _____

If Applicable: Name of Mentor Teacher _____

Head of School (Print Name) _____

Head of School Signature _____ **date** _____

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Early Childhood Practicum Survey

Name _____

Practicum Site _____

Personal Experiences:

_____ working with children 2.5-6 years of age in
_____ position

_____ working in a Montessori classroom _____ years in
_____ position

School Information:

Will this practicum site be able to offer proof of AMS affiliation by August?

How is your school planning to assess children at this age level?

_____ portfolios? _____ conferences?
progress records? _____ standardized tests?
_____ other?

Will there be at least a two-hour block of uninterrupted work time

_____ am _____ pm

Student Class Make-up Next Year

1. Approximately how large will the class be? _____
2. Is it an established class or new? _____
3. What percentage of your class will be special needs students? _____
4. What experiences will your students have had?
_____ years Montessori?
_____ other child care?
5. What other teachers will be working with you? _____
Mentor teacher AMS credential? _____
Mentor teacher with Montessori credential from MACTE approved course?
Assistant with Montessori experience? _____
Other? _____

Early Childhood Supply List

Early Childhood Supply List **Early Childhood Supply List**

(These items will be required throughout the year in order to complete assignments)

Needed First Day of Class: A notebook for taking notes

Needed the first week:

Labeled drink container with lid and/or labeled water bottle
9 three-ring binders, 3 inch
100+ Tabbed dividers
1 package white copy paper

These items maybe purchased as needed:

Personalized sewing kit containing:

fabric scissors two colors of thread pins with colored heads
pin cushion measuring tape
needles (yarn, large eye , embroidery and regular)
fabric samples and scraps, 4" square min.
3 colors of yarn, heavy gauge in small balls 3 colors of yarn thin gauge
3 colors of embroidery thread, not floss

Plastic box (shoebox size):

scissors glue sticks colored pencils
markers crayons pens
#2 pencils small ruler single hole punch
white out pencil sharpener

1 box each zipper freezer bags – sandwich size and gallon size
1 package colored card stock
1 plastic shoebox (or suitable container) and objects for science project
Container and objects for cultural geography projects
Container and objects for 1:1 matching
Container and objects for sorting lesson
1 12x18 piece of white felt for linear patterning
Realistic stickers, objects, card stock and laminating pouches for material making
Materials for independent research
One copy of independent research for Center's resource library

1 Portfolio Hanging-file Box
5 different colored hanging files
1 box multi colored size tab folders

Scholarships

Houston Montessori Center does not fund or provide scholarships nor does HMC participate in any lending or student loan.

HMC Alumnae and some schools contribute to an annual scholarship program, which is collected by HMC and administered by an alumnae committee.

Scholarship application requirements are:

1. Submit application for scholarship to the committee with:
2. Personal statement for need.
3. Financial Statement and copy of tax form. Income single or joint must be under \$20,000.00

Applicants will be informed of a date and time to bring applications to the committee. The committee will interview the applicant and ask for a short written essay.

There are two levels of scholarships awarded:

In-service scholarships to persons who have worked at least two years in a Montessori environment, demonstrated high standards of competency, dedication, and responsibility as documented by strong recommendations from the administrator and lead teacher. This level is also available to certified Montessori teachers who desire to train at a new level.

Pre-service grants-in-aid to persons already attending the teacher education program. This grant is made to applicants only after the summer course is successfully completed and the field consultant (and mentor teacher where appropriate) recommend the candidate for certification after the second visit.

Applicants will be notified of an award and the amount will be deducted from their tuition.

Housing Arrangements

Houston Montessori Center has many applicants from out-of-town who require housing during the summer sessions. In early spring, a questionnaire is sent out to private parties inquiring whether or not they will have housing available in June and July. HMC does not arrange housing between parties, but a housing list is made available. The student then contacts the parties to make arrangements privately.

In the past, housing has been available from:

Private homeowners wishing to find students willing to look after house and pets during summer vacations with rates negotiable.

Private homeowners willing to share their house with students for the summer at an average rate of \$100.00/week.

Commercial suites with kitchens.

Motel accommodations with special monthly rates.

In almost all cases, a car is necessary for transportation.

The list will describe the housing available and inform students whether or not children are welcome; whether smoking is allowed; whether pets are allowed; whether there are kitchen and laundry privileges; and whether the accommodation is available for the required seminars during the school year. Please call the Center for this list.

Students Accompanied by Children

Because children are not appropriate in the adult teaching environment, teachers frequently ask about arrangements for their children during the summer session. Nearby schools provide summer programs for early childhood and elementary students. Information can be obtained from:

Sherwood Forest Montessori: 713-464-5791

School of the Woods: 713-686-8811

North

Long Point Rd

HMC

Westview Road

School
of the
Woods

Wirt Road

Woods HS

Bobbitt

Bingle

I-10

Chimney Rock

