

NAMC

NORTH AMERICAN
MONTESSORI CENTER



Montessori Diploma Programs

The global leader
in distance Montessori
teacher training programs

Infant /
Toddler
(0-3)

Early
Childhood
(3-6)

Lower
Elementary
(6-9)

Upper
Elementary
(9-12)

Student Handbook

Celebrating two decades of training excellence





Welcome to NAMC!



Welcome to the North American Montessori Center, and congratulations on making this personal commitment to your future!

At NAMC our goal is your success, and our programs are designed for this purpose. With a minimum of 3–5 hours per week of study time, you should be able to complete your assignments within the schedule allotted for your program of study, and with great success!

We have developed a strong support system to meet the unique needs of every individual student. Helping you realize your personal ambition is our primary focus, and our team of professionals is at your service throughout the program to help you achieve your status as a graduate of NAMC and as a certified Montessori teacher.

Be sure to take time to review your Student Handbook before you begin your studies. This Handbook is designed to provide you with an overview of the policies and procedures that we follow in support of our students. It gives you guidance on how to begin your program, get questions answered, and progress successfully to graduation. Please keep it handy for future reference or for whenever you need to contact us for help. It will enable you to be prepared with the information we may request to best serve your needs.

We know you will enjoy your learning experience with NAMC, and we encourage you to begin your program right away. Rest assured, we will be here to support and motivate you throughout your studies. Before you know it, you will have your NAMC Montessori Teaching Diploma!

Best regards,



Dale Gausman, B. Ed., E.C.E., A.M.I.
Program Founder & Director

Contents

Part I — About NAMC

Introduction	1
Our Mission Statement	1
Our Guiding Principles	2

Part 2 — Communication

Contacting Us	3
Contacting You	3
NAMC Connections	4

Part 3 — Enrollment

Admission Requirements	5
Enrollments	5
Enrollment in More Than One Program	5

Part 4 — Program Details

Delivery of Your Program Material	6
Getting Started with Your Studies	7
Instruction and Tutorial Support	7
Assignment Submissions	8
Evaluation and Assignment Feedback	9
Extension Requests	9
Overdue Assignments	10
Diplomas	10
Student Transcripts/Record of Marks	10

Part 5 — Financial

Tuition Payment Terms and Methods	11
Tuition Receipts	11

Part 6 — NAMC Policies

Academic Conduct Policy	12
Payment	13
Withdrawal	13
Program Re-Enrollment	14
Tuition Refund	14
Dispute Resolution	15
Dismissal Policy	15



Part I — About NAMC

Introduction

NAMC has been offering professional Montessori diploma programs to individuals throughout North America and around the globe since 1996. We are proud to be the leaders in delivering Montessori distance education programs and in developing world-class Montessori curriculum. Our success has and always will be closely connected to the success of our graduates, who are thriving in their careers as Montessori educators in over 120 countries worldwide.

We are pleased to offer four levels of Montessori certification:

- Infant/Toddler [0–3]
- Early Childhood [3–6]
- Lower Elementary [6–9]
- Upper Elementary [9–12]

A unique and beneficial feature of our diploma programs is the inclusion of full-color, professionally developed and designed curriculum manuals. We have invested countless hours and dedicated resources to researching and writing over 50 curriculum manuals, covering every aspect of theory and practice of Montessori education for children from birth through 12 years of age.

Our first priority is our students, and we believe that the combination of including the best resources available today plus access to a knowledgeable, experienced, and committed support network will prepare our students to be sensitive and effective guides of the Montessori method.

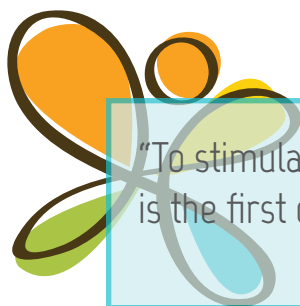
Our Mission Statement

Our mission at NAMC is to deliver high quality Montessori teacher education programs that equip our students with a solid foundation in Montessori philosophy, methods, materials, and interactions needed to create the environment that leads to enriched learning opportunities for every child. We achieve this goal by including comprehensive, innovative lifetime teaching resources with our programs, by engaging our students in productive, active learning, and by effectively supporting each student's success with their educational journey.

Our Guiding Principles

Our guiding philosophy is one of continuous improvement. NAMC is committed to continually enhancing its programs and resources.

- We believe that a quality training program is flexible and dynamic with the ability to respond and adapt quickly and appropriately to the changing needs of individuals and the labor market. Our training is designed to match employment opportunities and student needs.
- We embrace Dr. Montessori's belief that childhood education must be progressive. It should provide a keen insight into the Montessori method within the context of contemporary psychology and educational and social wisdom. Blending the Montessori approach with contemporary enrichment has proven to be effective, rewarding, and beneficial to today's child.
- We believe that every individual has lifelong, personal opportunities for learning. To that end, we offer an international training program for persons who desire to enrich the development and learning experience of young children. Teachers, teaching assistants, tutors, parents, and grandparents all enroll in our programs for a variety of professional and personal reasons.
- We build our programs on the human and cultural richness of our international student body. We believe in the principles of promoting acceptance and inclusivity, embracing diversity and challenges, and inspiring human progress toward peace and harmony.



"To stimulate life — leaving it free to unfold itself, that is the first duty of the educator."

— Maria Montessori



Part 2 — Communication

Contacting Us

Student Services / Administrative Support

Our Student Services department provides professional, efficient, and pleasant assistance to our students and graduates.

If you have any questions or concerns regarding your enrollment, payment, receipt, assignment due dates, extensions, diploma, and/or transcripts, please do not hesitate to contact us. Our contact information for administrative assistance is as follows:

- email: admin@montessoritraining.net
- toll-free number USA/Canada: 1.877.531.6665
- international: 604.576.6621

Tutorial Support

Students are kindly requested to contact their assigned personal tutor directly.

Please refer to your tutor Welcome Email for contact details.

Contacting You

Because of the delivery format of this program, it is critical that we have all of your current contact information, including email address, telephone number, and shipping address. If any of the above information changes during your program of study, please contact us immediately with the details so that we may update your student record.

Our goal is to provide you with a high level of support and service throughout your program of study. In addition to the unlimited access you will have to your personal tutor, NAMC will stay closely connected with you during your program. This connection will primarily be via our website and by email and will include communication on program administrative details, such as assignment due date reminders, program material shipment particulars, etc., as well as communication on a variety of useful, topical information intended to enhance your learning experience, such as study tips, interesting Montessori articles, and a supplementary reading list, to name only a few.

An integral part of continually improving our programs and resources is receiving feedback from our students and graduates. We encourage an environment of open communication, and will welcome your feedback at any time throughout your program. We will kindly ask for your formal participation in completing an online program evaluation survey after you have graduated from our program. At that time, we will send you a quick link to the survey so that you will have an opportunity to share your experience with us.

NAMC Connections

We continue to develop a strong, professional social network with our students and graduates. One way that NAMC stays current and connected is through our commitment to constantly add content and resources to our blog and our Facebook and Twitter accounts. We warmly invite you to join our worldwide network and continue to learn and explore the world of Montessori with NAMC.



www.montessoritraining.blogspot.com



www.facebook.com/North.American.Montessori.Center



<http://twitter.com/teachmontessori>

Part 3 — Enrollment

Admission Requirements

NAMC welcomes applications from all adults, regardless of age, gender, race, ethnic origin, nationality, or religion. To qualify for admission, you must possess **one** of the following:

- a high school diploma or GED (or foreign) equivalent
- experience working in an educational capacity
- admission as a mature student (19 years of age or older)

Applicants are required to provide information on the Student Enrollment Contract to support that they meet the minimum requirements and to grant NAMC permission to verify the information.

Enrollments

An **independent enrollment** is defined as any NAMC student who pays for the program fees individually.

A **school enrollment** is defined as any NAMC student who has the program fees paid by a school or educational organization. Special policies are in place for school enrollments to ensure efficient communication and optimum service. In such cases, it is our policy to communicate closely with the Director of the school to ensure that the organization is kept well informed of student progress throughout the program of study. It is also NAMC's policy to issue tuition receipts, diplomas, and transcripts to the school/organization upon full program fee payment and student completion, respectively.

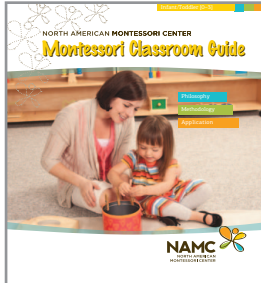
For detailed information on tuition payments and terms and methods, please refer to your Student Enrollment Contract.

Enrollment in More Than One Program

We do accept and appreciate multiple program enrollments to meet the personal goals of the individual. However, in the interest of student success, we do not normally recommend that students enroll in more than one program at the same time.

Part 4 — Program Details

Delivery of Your Program Material

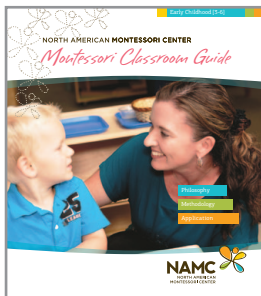


Upon receipt of your program material, please carefully review your shipment to ensure it matches the material list enclosed. You have seven (7) days from the delivery date to notify us of any discrepancies.

NAMC programs are divided into three components as outlined in the following table.

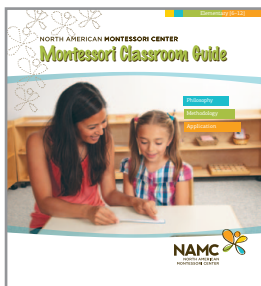
Diploma Program	Program Duration	Component Duration
Infant/Toddler (0–3)	7 months	10 weeks
Early Childhood (3–6)	7 months	10 weeks
Lower Elementary (6–9)	9 months	12 weeks
Upper Elementary (9–12)	9 months	12 weeks

Please contact Student Services if you want to accelerate the completion time of your program.

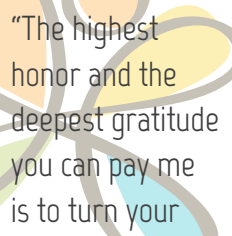


If you have paid for your program in one full payment, you will receive all of your program material in one shipment. If your program fees are being paid in three separate installments, you will receive your first set of program material and assignments in your first shipment. The second and third component material will be sent upon payment.

Please ensure that we are kept up to date with your current shipping address. If you have a change of address, phone number, or email address, please notify Student Services immediately. Students are responsible for any re-routed shipments, including additional delivery charges.



School enrollments — summer delivery and closures: If the school will be closed, please provide an alternate shipping address for deliveries expected through the summer or other closures.



“The highest honor and the deepest gratitude you can pay me is to turn your attention from me in the direction in which I am pointing — to The Child.”

*Maria Montessori,
Ninth International
Montessori
Congress, 1951.*

Getting Started with Your Studies

In your Welcome Email, you will find your assignment due dates. Your Welcome Email also provides you with links to PDF versions of the assignments, including any assignment instructions.

After thoroughly studying the curriculum provided, you will complete a set of assignment questions that cover topics in the curriculum manuals and other resources. The format of the assignments is primarily question-and-answer, with some brief summaries — no long essays. The length of your responses will vary from question to question. Some questions can be answered in a simple sentence or two, and others will require you to summarize or comment on a particular subject or area. Also, when composing your answers, we would like for you to put your thoughts down in your own words. If you are diligent, you should be able to complete your assignments on time and with great success.

Instruction and Tutorial Support

Our faculty is ready and eager to provide you with one-on-one support throughout your program. Our program instructors/tutors are experienced Montessori educators and trainers.

You are welcome to contact your tutor at any time by email, Skype, or telephone. Your tutor is knowledgeable and practiced in all facets of Montessori education — the philosophy, methods, materials, and interactions. Your tutor will personally assist you with any questions pertaining to Montessori education, our curriculum and resources, the use of didactic materials, classroom questions, and assignment questions; as well, your tutor will be happy to offer you encouragement and guidance throughout your program of study.

Assignment Submissions

Please complete all of your assignments in a component before sending them to your personal tutor for evaluation. NAMC does not accept assignments sent in for one manual at a time.

Your assignments and next installment payment (if applicable), should be submitted on or before the due date indicated in your Welcome Email. If you miss your due date, you will be contacted by Student Services (see Overdue assignments).

- Assignments are accepted via email (in Word [.doc/.docx] or Text [.rtf] format), mail, or courier.
- If you are mailing your assignments, please allow three weeks for the assignments to reach us and be marked.
- DO NOT send your assignments by fax or any method requiring us to sign for them.

Please remember to clearly include your **full name** (as provided on your Student Enrollment Contract), student number, program of study, email, and telephone number with all of your assignments.

Always keep a copy of your assignments for your personal safekeeping and to avoid unnecessary work and delays in the event that loss or delivery problems occur.

Evaluation and Assignment Feedback

Our mandate is to provide outstanding service to our students.

Your tutor will evaluate your assignments to ensure complete comprehension of the Montessori theory and method as presented in the curriculum manuals. You will promptly receive detailed feedback from your tutor by email and/or telephone within 72 hours of assignment receipt. We recognize the importance of timely, comprehensive feedback at the time of assignment completion. We concentrate on effective evaluation and provide students with encouragement, feedback, and the opportunity to review assignments that may require further study toward a successful end.

You will be evaluated for the entire program based on the quality of your assignments.

Evaluation is based upon a grade-point system. The requirement for graduation is a B average (grade-point average of 3.0). Students cannot earn a NAMC diploma with a letter grade of an I (incomplete) or any grade below a D. In such cases, students will be given the opportunity to improve their work.

Extension Requests

It is important that our students adhere to the timelines of our three consecutive terms. However, we understand that sometimes extenuating circumstances, such as situations of emergency or duress, can disrupt study commitments. In these cases, we are willing to review and grant assignment extensions upon written request detailing the circumstances. All extension requests are considered on an individual basis. Please contact Student Services regarding all extension requests.

School Enrollments: Requests for extensions may require written approval by the school Director before they will be considered.

Overdue Assignments

We are here to support our students. It is important that you contact Student Services if you are having difficulty meeting your assignment due date. We will work with you to determine a schedule that is more suitable. NAMC is pleased to send a friendly reminder email two weeks prior to your assignment due date.

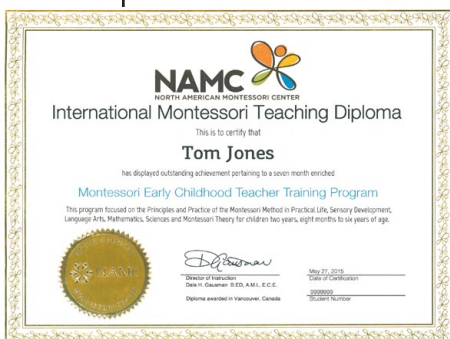
If your assignment is not received on time and you do not contact Student Services, we will attempt to contact you to discuss your assignment submission. Please note that a student who consistently submits assignments late is subject to dismissal from the program. See Dismissal Policy for more details.

Diplomas

Your NAMC diploma will be delivered by UPS courier within three to four weeks of evaluating your final component program work.

Students who individually pay for their program fees will have their diploma sent by UPS courier to their shipping address, unless otherwise specified.

School Enrollments (program fees paid by an organization) will have diplomas sent directly to the organization by UPS courier. Diplomas will not be sent directly to the student unless written permission is provided by an authority of the school/organization.



Student Transcripts/Record of Marks

NAMC will include an unofficial record of marks with your diploma. We will only issue official transcripts upon written request by the student. To verify the authenticity of the request, and to protect the privacy of the student, the student's signature is required. Requests for transcripts are subject to a \$25.00 administration fee.



Part 5 — Financial

Tuition Payment Terms and Methods

The following payment terms are available to you:

1. Full program fee payment
2. Program fee payment in three separate installments

Methods of payment available:

- VISA/MasterCard  
- Certified Check (personal checks not accepted)
- School Check
- Money Order
- Bank Draft
- Bank Wire

Tuition Receipts

A receipt is issued and is either enclosed with your shipment or mailed directly to the paying school/organization.

Please keep your receipt in a safe place. Requests for duplicate receipts may be subject to an administration fee.

For students paying by credit card, NAMC automatically processes payment for the second and third components when we receive your preceding assignments, and ships the curriculum material immediately upon payment. Students who do not want to have their next payment processed automatically must notify Student Services in writing.

Part 6 — NAMC Policies

Academic Conduct Policy

A large part of Montessori philosophy centers around the ideas of respect and personal responsibility. By enrolling in the NAMC training programs, students are expected to uphold and maintain their personal and academic integrity by submitting conscientious work. NAMC encourages students to use, explore, and analyze the manuals and the NAMC blogsite as well as information from books, articles, electronic media, and personal experiences. Written responses should be submitted in your own words. Work from other sources should be appropriately referenced and a citation noted. For example, if you are using a creative activity that you find online, please note the author and the website URL in your work. This ensures that proper credit is given to the appropriate source.

The Montessori philosophy of education is supportive of and encourages collaborative learning. We recognize that most of our students are working independently, but others find themselves collaborating with colleagues and/or mentors. There are many benefits to be gained in fostering a cooperative learning environment as you work with the Montessori concepts, methods, and materials. You are welcome to discuss the assignments and activities, and then take the ideas generated from those discussions and respond to the assignment questions in an independent manner.

Equally important as outlining acceptable forms of collaboration and student work, NAMC considers the following to be unacceptable:

- copying part or all of another's assignment and submitting it as original work
- plagiarizing published or unpublished work, whether print or electronic files
- permitting another student to copy one's work

If academic dishonesty is suspected, the academic status of the students involved will be in jeopardy. If academic dishonesty is confirmed, the Student Enrollment Contract will be immediately terminated.

Payment

As outlined in the Student Enrollment Contract, the student has agreed to pay the Total Payment Due under the Contract, whether paying for the entire program in one payment or in three installments.

If you have chosen to pay in three installments, the first installment payment is due with the submission of your contract. The second installment payment is due on or before your scheduled first assignment due date, and your third installment payment is due on or before your scheduled second assignment due date. If you are working on an accelerated schedule, your payments will be processed earlier than the stated payment due dates unless you have made alternative arrangements with NAMC. Your due dates can be found in your Welcome Email.

If you have any questions regarding your payments, please contact Student Services.

Withdrawal

Requests for withdrawal must be submitted in writing (email or fax accepted) and will be processed immediately. Students will be issued a Letter of Withdrawal to confirm their status and outline any future options. Any refunds owing to students will be paid within thirty (30) calendar days of NAMC receiving written notification of withdrawal.

Students returning their Curriculum Material within the seven (7) day review period will be issued a refund after their material has been returned to NAMC by courier in its original condition.



“The training of the teacher is something far more than learning ideas. It includes the training of character. It is a preparation of the spirit.”

— Maria Montessori, *The Absorbent Mind*, p. 131.

Program Re-Enrollment

A student who withdraws or is dismissed from a NAMC program may be eligible to re-enroll in the same program. Students should refer to their Letter of Withdrawal/Dismissal and contact NAMC to verify eligibility. A re-enrollment fee of \$200.00 will apply at the time the student completes a new Student Enrollment Contract, as well as any additional program fees due.

Tuition Refund

Please take the time now to review and understand the Tuition Refund Policy, as outlined in your Student Enrollment Contract. This important information is detailed for your benefit, and a clear understanding of the terms will prevent undue confusion should you request a refund. We offer a seven (7) day review period from the date your curriculum material is delivered, during which you can return the material in its original condition by courier for a full refund, less the non-refundable Registration Fee and shipping charges (original shipment and return shipment). Should you decide to exercise this option, you must contact our center for instructions so that you may avoid any extra customs and duty charges.

Should you wish to withdraw beyond the seven (7) day review period, you must notify NAMC in writing. If you are eligible for a refund of tuition, a check will be issued to you within thirty (30) calendar days of NAMC receiving the written notification. Please see your Student Enrollment Contract for further details.

Dispute Resolution

Any disputes should be submitted in writing and addressed directly to the NAMC Program Director.

We are very proud of our exemplary record working with all of our students since 1996. We are committed to being responsive and equitable. If you have a concern about any aspect of our programs, our Program Director will be available to discuss it with you. If the discussion requires a formal decision, it will be outlined in writing within seven (7) days of the discussion.

Dale Gausman, NAMC Program Director
email: dale@montessoritraining.net

Dismissal Policy

A student will receive notice of dismissal for any of the following reasons:

- consistently shows a lack of effort (including, but not limited to, non-submission of assignments)
- indicates any moral misconduct
- continues to demonstrate an inability to understand the Montessori philosophy and its application
- non-payment of program fees

Decision of dismissal is based on the NAMC instructor's individual discretion, along with detailed documentation and confirmation from the Program Director. A refund of the Program Tuition Fee may apply, as outlined in your Student Enrollment Contract. Students will be issued a Dismissal Letter to confirm their status and outline any future options.

Note: If plagiarism is suspected, the student's status will be in jeopardy. If plagiarism is confirmed, the Student Enrollment Contract will be immediately terminated.