



MKU
Training Institute

Montessori Kids Universe Training Institute

Policies and Procedures

copyright© 2020



<u>TABLE OF CONTENTS</u>	<u>PAGE</u>
MISSION STATEMENT	3
ADMISSIONS POLICY AND REQUIREMENTS	3
PROGRAM BENEFITS	3
CANCELLATION/WITHDRAWAL/DISMISSAL POLICIES	3
DISMISSAL PROCEDURES	3-4
ADMINISTRATIVE POLICIES	4
TIME FOR COMPLETION	4
RIGHTS AND RESPONSIBILITIES	4
STUDENT ASSESSMENT AND EVALUATION	4-5
CODE OF ETHICS	5-6
PLACEMENT SERVICES	6-7
STATEMENT OF NO GUARANTEE	7
TRAINING MANUALS AND SUPPLEMENTARY READINGS	7

MISSION STATEMENT

Montessori Kids Universe Training Institute (MKUTI) commits to providing expertise, training and support to each of our students. We pledge to offer authentic training, preparing our students with the highest and best Montessori education.

ADMISSIONS

Each new student will begin by completing the on-line STUDENT ENROLLMENT FORM. This form can be found under the Enroll Now tab. Upon receipt, each student will be sent a Welcome Letter with instructions on next steps.

Each student must successfully complete the necessary work and assignments in accordance with the required timeline for completion. This is a time-intensive Distance Learning program requiring introspection and completion of mandatory exams, discussions, papers and evaluations. The student will complete readings, exams, and study manuals. Weekly work is required. Each student will have access to a tutor during their course study. Failure to stay on the required timeline track may result in dismissal from the program.

PROGRAM BENEFITS

- Rolling Admissions - enroll anytime!
- No waiting to join a cohort or discussion group.
- Content-rich training manuals written by Montessori Research and Development – used worldwide by Montessori teacher training centers.
- Rich Theory and Pedagogy Modules - MKUTI Learning modules offer a deep understanding of the Montessori method, unlike other distance learning formats.
- MKUTI was developed through a consortium of professionals; including AMI and AMS MACTE certified teachers and trainers; aligned with a collaboration of Early Childhood professionals.

CANCELLATION/WITHDRAWAL/DISMISSAL POLICIES

Students may withdraw from the program with refund (less \$100. processing fee) within 3 days of date of registration. Refunds (less \$100.) will be made within 30 days of receipt of written notification. The student will be responsible for any outstanding or unpaid financial obligations prior to refund. In the event a student must postpone or interrupt training after training begins; the student will have 12 months to continue. Failure to resume training within 12 months will result in a new registration with all fees due.

DISMISSAL PROCEDURES

Students will be dismissed from the program if he or she fails to fulfill required work.

1. If Student falls behind or fails to complete assignments, s/he will be contacted in writing by an Administrator.

2. If the student does not comply with due dates and assignments, s/he will be placed on administrative warning until work is completed to satisfaction.
3. If the student has been counseled repeatedly with little to no improvement, MKUTI will assist the student in creation of a plan for completion. Additional expenses may incur.
4. If the student has been placed on administrative warning and has not taken corrective action within 60 days, the student will be dismissed from the program and will be responsible for all outstanding tuition due.

ADMINISTRATIVE POLICIES

For general or tuition information, email: support@mkutraining.com

For tutor related correspondence, email: tutor@mkutraining.com

Confidentiality: Student information is confidential between MKUTI and the student. MKUTI will not release records without express written consent from the student.

Records and Documents: Student files, including grades and transcripts, will be kept for 1 year. These records will be held by Montessori Kid Universe Training Institute.

Non-discrimination Policy: MKUTI, LLC is non-sectarian and does not discriminate based on race, gender, sexual orientation, religion, spiritual beliefs, handicaps, marital status, age class or political affiliation in all policies of administration, teacher education, admission, grievances and tuition.

TIME FOR COMPLETION

This is a time intensive training with weekly requirements. We encourage you to; explore, read and dive deep into this new culture. We also understand some students will have flexibility with more time to devote, while others may have limited time due to personal work and life demands. The total estimated time frame for completion is approximately 6 months for the Early Childhood Program. You may work ahead and complete the course in as little as 5 months. We handle extensions on a case by case basis. Failure to complete in the designated timeline may result in program dismissal with no refund.

RIGHTS AND RESPONSIBILITIES

MKUTI reserves the right to refuse admittance to students who do not meet the qualifications for the Montessori profession, and to dismiss students who have proven to be unable to adhere to the highest standards of a Montessori educator.

The student has the right to access their records if they are in compliance with policies. The student is responsible for completing coursework as assigned **within the required timeframe**. He or she is responsible for all financial or contractual obligations.

STUDENT ASSESSMENT AND EVALUATION

GRADING SYSTEM

Students will be graded on a pass/fail basis. Each module has designated assignments or exams which are assigned a point value. The student must receive 80% of the total possible points for each course module to pass. Students will be given three attempts to re-do assignments or exams.

DISCUSSIONS

Students will be graded based upon their written discussion questions and their video conferences on each module's subject matter. Students should be prepared to discuss the subject matter for each module by reviewing an outline with questions for the Intern to review before the conference.

EXAMS

There will be online exams given for each manual in each area of the Montessori classroom: Practical Life, Sensorial, Math, Language, Geography, Geography and History, Zoology, and Botany. Students should prepare for these written exams by studying the manuals and working with the materials as described in the presentations.

CODE OF ETHICS

MKUTI expects each student to hold themselves to these standards. Each student will strive to conduct themselves professionally and personally in ways that reflect their respect for one other and for the children they serve.

COMMITMENT TO THE STUDENT

In fulfillment of the obligation to the children, the educator—

1. Shall encourage independent action in the pursuit of learning.
2. Shall protect the opportunity to provide for participation in educational programs without regard to race, sex, color, creed, or national origin.
3. Shall protect the health and safety of students.
4. Shall honor professional commitments and maintain obligations and contracts.
5. Shall keep in confidence information that has been secured in the course of professional service, unless disclosure serves professional purposes or is required by law.

COMMITMENT TO THE PROFESSION

The Montessori educator makes efforts to raise professional standards and conditions to attract persons worthy of trust to careers in Montessori education. In fulfilling these goals, the educator—

1. Shall extend just and equitable treatment to all members of the Montessori profession.
2. Shall represent his or her own professional qualifications with clarity and true intent.
3. Shall use honest and effective methods of administering duties, use of time, and conducting business.

Academic Honesty

MKUTI supports and promotes academic honesty and personal integrity. Any form of academic dishonesty has no place within our course. MKUTI does not tolerate dishonest efforts by its students. Students who are guilty of academic dishonesty can expect to be penalized. Any student who knowingly assists another student in dishonest behavior is equally responsible. An additional violation of the standards of academic honesty within a course may result in dismissal from the MKUTI program.

Plagiarism

The most frequently observed form of academic dishonesty is plagiarism. Plagiarism is the adoption or incorporation of another's ideas without proper attribution of the source. It is more simply defined as taking the writings of another person or people and representing them to be one's own. It is your obligation to read, understand, and comply with our plagiarism policy.

If you do not understand this policy, you need to ask your tutor for assistance before a plagiarism problem arises.

To avoid plagiarism, you must credit the sources used when writing an essay, discussion, or other assignment.

Types of actions defined as plagiarism:

- Using a direct quote from a source and not using quotation marks, in-text citation, and reference.
- Paraphrasing a source and not using in-text citation and reference.
- Submitting papers, assignments, exams, or forums that were completed by another student, or arranging for another person to complete your assignments for you.
- Sharing your assignments, exams, or forums with other students.
- Selling or purchasing (or copying) papers, assignments, or exams from any website that buys or sells them. This also applies if only partially used in student submission.
- Citing a source with fake bibliographical information.
- Writing an assignment for another student.
- Submitting a discussion, assignment, or exam (or portion thereof) that you submitted in a previous and/or concurrent class without requesting and receiving in writing prior permission from your tutor. This also applies to "revising" discussions, assignments, quizzes or exams that were previously submitted in a course where credit was received or any course which was previously failed.
- Copying an image, audio, video, spreadsheet, PowerPoint presentation, etc., without proper citation and reference.
- Working in a group effort without prior consent.
- Consulting source materials or other students without prior consent.
- Altering any information on forms or emails after the original has been submitted.
- Using or disseminating materials to third-party websites that buy or sell course work.

PLACEMENT SERVICES

MKUTI maintains contact with all Montessori Kids Universe schools and many other Montessori schools meeting our criteria. We will provide a listing of job opportunities and internships offered throughout the United States as they become available. Please feel free to suggest a school location of interest to determine eligibility.

STATEMENT OF NO GUARANTEE

Neither Montessori Kids Universe Training Institute nor any of the affiliated Montessori Kids Universe school owners or staff guarantee employment in any MKU school or any Montessori school. Any and all employment contracts are solely between the individual school and the student.

TRAINING MANUALS and SUPPLEMENTARY READINGS -

MRD Manuals - You will purchase your training manuals directly from our vendor, Montessori Research and Development, through the secure PayPal link. (Tuition page) The MRD manuals are the gold standard of training manuals used in Montessori teacher training centers around the world. These manuals will be your guide through-out your teaching career. The following books are required readings for the EC training; these books can be found and purchased on Amazon.

Author: Maria Montessori

1. The Absorbent Mind
2. The Secrets of Childhood