



Montessori Professional Training Canada Inc.

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Policies and Procedures of MPTC

Grace and Courtesy:

The Montessori Method gives much importance to Grace and Courtesy. These will be demonstrated during presentations to the students. Once presented, it is expected that the student becomes aware, practices, and acts with the grace and courtesy that is shown.

Course format:

This is a hybrid designed course. Part of the course will be face to face online sessions and partly online learning. Easy to follow videos will be made available for the online learning part of the course.

- Approximately 2 hours per week for Independent Study (this is in addition to in class time)
- Zoom link will be sent to you each week for Saturday's class. Please ensure you have downloaded Zoom and have familiarized yourself to both the audio and video features for Zoom. This is so that we are all engaging at the same time and that you are not missing any components of the course.

Online Sessions:

- Must be dressed appropriately – i.e. no robes etc.
- Snacks and drinks are allowed
- Video must be left ON - students may leave and move around at their convenience
- Audio - on mute unless when the student has to speak
- Students must sit a desk or table during online sessions
- Questions and comments must be directed to the instructor - the instructor will rephrase if need be.

Dress Code:

As we will be working on the floor and to promote professionalism, the following dress code will be in effect:

- Semi-professional attire
- For females, avoid low necklines
- For males/females: no cropped blouses/tops/t-shirts
- No jeans of any kind (pants or jackets)

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- Avoid jewelry that is distracting (especially on the wrist of the right hand)
- Ensure nails are short enough to handle materials easily
- Please bring a set of professional indoor shoes that are flat (only applicable if you are ever brought into class)

Absenteeism/Late Arrival:

We expect students to be punctual for classes, as this professional behavior that will be expected in your careers.

- If a student misses a class, he/she must make up the class when the next course becomes available.
- Regular late arrivals will be addressed by the instructor.

Assignments:

Assignments are to be submitted on the due date. If due to extenuating circumstances, this is not possible, and with prior permission from the Director of Studies, outstanding assignments must be submitted no later than two weeks after the end of the course.

Course Completion:

All assessments are graded as a pass/resubmit. Only one resubmission is permitted per area. No more than two resubmissions per course are allowed. If the resubmission does not receive a pass, or more than two resubmissions are required, you will have the following two options:

1. Retake the full or parts of the course with additional fees.
2. Receive a letter of attendance for the course.

School Property:

- In the event that you are practicing with any materials it is expected that all materials are handled with utmost care and respect. The materials must be returned in the exact same condition to its' respective shelf/area. The bin and materials in the bin must be returned in precisely the exact same condition it was given to a student. In keeping with the Montessori philosophy, we expect that every material within the bin will be taken care of a respected.
If a bin is not returned in the same condition it was given, (ie; materials are missing or damaged), MPTC reserves the right to charge the student a minimum of \$50.00 OR up to a maximum of the retail price of a specific material. In addition, MPTC will not issue the student their certificate until the materials have been returned/replaced/paid for in full.
- Students must be very respectful and are not permitted to take home any school property such as record keeping documents, materials or any other belongings of the school unless otherwise pre-arranged with the instructor.

Refund of Fees:

A full refund will be issued if we receive your withdrawal notice in writing or by email MORE than 14 days before the first class.

A refund of 50% will be issued if we receive your withdrawal notice in writing or by email LESS than 14 days before the first class.

Please note: Fees will not be refunded due to any closures or absenteeism. In the case of any unexpected closures, we will do our best to find an alternate avenue to complete the course.

Withdrawal:

If a student must withdraw from the course after it has commenced, no refunds will be issued.

Alcohol, Smoking, and Drugs:

- Are not permitted at any time both inside and outside of the building.

Confidentiality:

- Students are not permitted to discuss or disclose information regarding other schools or their own school/Centre (ie; any sensitive information that you may come across such as children's/staff names) during class or break times.
- Photographs and/or video recording is not permitted, unless otherwise specified or by permission only.

Course Marks:

When you receive your certificate, your marked assessment sheets will be included in your package. As everything is covered in the course, and students will have their notes to refer to, we trust that students will be able to recognize where they need to improve.

Please note that students can only request a meeting with the instructor if a resubmission is necessary. MPTC will only keep assessments on file for a maximum of 30 business days after the student has received their certificates.

If you must resubmit any assessment, a customized review will be set up and you will have the opportunity to resubmit.

Failure to comply with any of the above policies will result in the following steps:

- A warning letter will be issued.
- Continued breach of any of the policies will result in immediate dismissal.

DISCLAIMER: Dr. Montessori did not franchise her work, therefore, some presentations vary between different training centers