AMI MONTESSORI SCHOOL ADMINISTRATORS CERTIFICATE

## Student Handbook

TABLE OF CONTENTS

Published: 4 July 2022

The information and policies outlined in this Student Handbook are correct at the date of publication and are applicable for courses commencing after that date. If it becomes necessary to make changes to any policies, students will be notified of these changes.

1. CONTACT INFORMATION

1.1. Training Centre

Address	Lynedoch Road, Lynedoch, Stellenbosch, 7603, South Africa
Telephone	+27 (0) 21 881 3500
Email	admin@indabainstitute.org
Website	www.indabainstitute.org

Indaba Institute's campus is based at the **Sustainability Institute (SI)**.
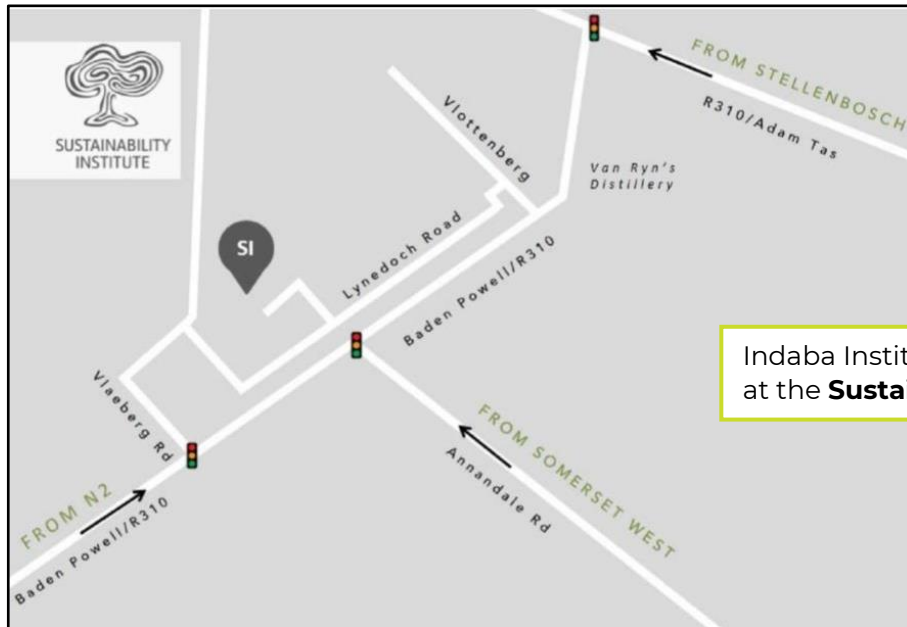
On-site parking is available. Parking on campus is permitted only in marked parking spaces in designated areas.

For more information about the SI, visit their website at www.sustainabilityinstitute.net.

1.2. Board of Directors

Director	André Shearer
Director	Caroline Poole
Director	Sean Pienaar

1.3. Association Montessori Internationale (AMI)

Address	161 Koninginneweg, 1075 CN Amsterdam, The Netherlands
Telephone	+31 (0) 20 679 8932
Email	info@montessori-ami.org
Website	www.ami-global.org

Association Montessori Internationale's (AMI) global network empowers teachers and communities through the holistic approach of Maria Montessori, helping all children become truly capable and productive individuals by focusing on their moral, behavioural, emotional, and intellectual development. AMI is internationally recognised as a custodian of Montessori principles and practice and an accreditation partner that advocates for quality education educations that respects the unique nature of childhood, natural human development, and the rights of the child. A unique aspect of the AMI course of study is regular hands-on practice with, and creation of, materials in a model classroom environment.

2. WELCOME

Welcome to the Indaba family! We are excited to get to know you and journey with you on an AMI Montessori training course. AMI Montessori courses are world renowned for their holistic and meticulous approach to training teachers and administrators. Undertaking an AMI Montessori course will be enriching and insightful and give you a fresh perspective to not only teaching and leading in Montessori schools but to life.

2.1. About Indaba Institute

Indaba Institute (II) started growing in early 2016 and was formally registered in early 2017 as a Non-Profit Company (NPC). In 2020, the Institute was registered as a Non-Profit Organisation (NPO). II was established with the purpose of making high-quality Montessori Early Childhood Development (ECD) training available and accessible in South Africa, specifically in the Cape Winelands.

II is the only training centre in Southern Africa authorised to deliver Association Montessori Internationale (AMI) Montessori courses. AMI was established by Dr Maria Montessori and has affiliated training centres across the globe. AMI courses are internationally recognised for their standard of excellence.

The dates for upcoming courses are available on Indaba Institute's website at:
https://indabainstitute.org/our-courses/

AMI Certificates are awarded by AMI and do not currently form part of the National Qualifications Framework (NQF).

2.2. Our Team

Director	Jasmine Jacob
Accreditation Lead	Juliet McGear
Finance Lead	Deon Rosslee
Marketing & Communications Lead	Yolanda Benya
Operations Lead	Stella Burger
Student & Community Lead	Nomvelo Lupuzi
Office Administrator	Shandré Adendorff

Our administration team can be contacted during our business hours of 8:00am to 4:00pm, Monday to Friday.

Each AMI Montessori School Administrators Certificate course is under the direct supervision of an AMI Administrator Trainer, who has been appointed by AMI to deliver the course and be responsible for all pedagogical matters. Administrator Trainers work in pairs and are very experienced Montessori school leaders who have also completed the extensive AMI Training of Administrator Trainers programme.

Director of Training (DOT)	Christine Harrison
Trainer	Pete Juds
Email	schooladmin@indabainstitute.org

Administrator Trainers can be contacted by email for support and questions throughout the course.

3. APPLICATION AND ENROLMENT

3.1. Language of the Course

All components of the course will be conducted in English. Applicants whose native language is not English are required to be proficient in reading, writing, speaking, and listening in English.

3.2. Application Documents

Applicants will be considered for admission on receipt of all the following documentation:
- Completed application form.
- Clear copy of ID or Passport.
- Short autobiographical essay. *(details further below)*
- Application fee proof of payment. *(refer to section 5)*

3.3. Autobiographical Essay

The short autobiographical essay outlined above should describe the applicant's past experiences and future direction, particularly relating to working in leadership in Montessori schools. It must be written by the applicant in their own words and be between 300 and 350 words.

The essay should address the following questions:
- What led to your interest in Montessori education?
- What is your purpose for wanting to take the course?

3.4. Application Procedure

Applications will be reviewed on a rolling basis until enrolment has reached capacity, at which time a waiting list will be established.

Application forms can be requested by mail, phone or email and can be found on Indaba Institute's website.

Completed applications should be returned with supporting documents to: admin@indabainstitute.org.

Please note that acceptance is subject to the discretion of the course Trainer and the Director of the Institute.

3.5. Confirmation of Enrolment

Applicants will be notified of the outcome of their application by email. Successful applicants will receive a confirmation of enrolment letter. Please be aware that your place is not confirmed until such time as the applicant makes their first payment towards the course fees in accordance with the fee schedule for the relevant course.

3.6. Enrolment Policy

Applicants are requested to apply for a course at least two months prior to commencement of the relevant course to ensure placement availability and proper processing of their application.

3.7. International Students

International students are responsible for ensuring that they have a valid passport and visa, enabling the student to study in South Africa and complete the entire course.

Proof of visa status may be required by Indaba Institute from the student and the Institute may suspend the student's enrolment in the course or immediately dismiss the student from the course where a visa, or proof of visa, is inadequate or not provided.

3.8. Disability Statement

Should an applicant require special considerations or accommodations due to a disability, they are requested to please disclose this in their application. While we strive to make our courses accessible to everyone, we cannot guarantee that we will be able to cater for everyone's specific needs.

4. COURSE INFORMATION

4.1. Course Title

The complete title of the course is AMI Montessori School Administrators Certificate.

4.2. Course Description

A comprehensive administrators' training designed to support and deepen your understanding of school leadership within a Montessori context.

This course will provide you with the skills, knowledge and understanding of:
- Core pedagogical principles
- Strategies to support children, staff, parents, and the board
- Strategic planning
- How to build a healthy school community
- and much more

4.3. Course Delivery

Lectures from 8:30 am to 4:30 pm, Monday to Friday, and 9 am to 3 pm on Saturday.

4.4. Course Dates

The courses dates for the AMI Certificate are:

Start Date	End Date	Days
1 October 2022	10 October 2022	8

Should course dates change, the changes will be communicated in advance.

4.5. Course Units

The courses units in the AMI Certificate are:

Title	Code	Description
Core Considerations for Administrators		
Introduction to Montessori	AMIC201	Biography of Dr Montessori and an introduction to the concept of education as an aid to life
The Prepared Adult	AMIC202/3	The role of the Montessori teacher and assistant and how the prepared adult can support the development of the child
Overview of the Planes of Development	AMIC204	Montessori's framework outlining the different characteristics of needs of people at different stages of development and how we can support this
The Prepared Environment	AMIC210	The role and nature of the prepared environment (including the physical and the intangible aspects)
Freedom and Discipline	AMIC211	Understanding the concept of Freedom from the Montessori point of view and the growth of Discipline as an inner development
Your School as a Community Within a Community		
Global Montessori	AMIC601	Overview of Montessori education around the world

The Evolving Montessori School	AMIC604	Defining the growing school and how it responds to the needs of children in each plane of development.
Montessori Compared to Mainstream	AMIC605	Understanding of the major areas of difference between Montessori and mainstream education
Removing Obstacles to School Growth	AMIC607	Understanding obstacles to school growth in relation to the school community and ways to manage a school through difficulties
Community Involvement – Parents	AMIC610	Involving the parent community in your school or centre to achieve the best outcomes for everyone
Community Education	AMIC615	Introduction to topics and managing community education involving parents and others
Communication for Cohesion	AMIC612	Improving communication skills to enhance relationships within the school community
Being an Effective Montessori School Administrator		
Visionary School Leadership	AMIC602	The role of visionary leadership in a Montessori context
Implementing the Curriculum	AMIC606	An overview and the practical application of the Montessori curriculum in early childhood and school settings
Working with Teachers	AMIC609	Understanding how teachers grow and develop in Montessori settings and how best to work with them
Strategic Planning	AMIC613	Planning for improvement, sustainability and growth of school
Supporting Staff through Mentoring, Professional Development and Staff Evaluation	AMIC614	Basic mentoring skills development and the importance of professional development and staff evaluation procedures
Quality Assurance evaluation and implementation	AMIC616	Identifying quality practice and implementing an evaluation and quality assurance programme
Observation (including actual classroom observation – 3 hours)	AMIC618	Observation of Montessori environments to guide teaching and learning

4.6. Qualification Award

The AMI Certificate is granted upon satisfactory completion of the following course requirements:
- **Attendance**
  90% minimum attendance in course lectures and activities.
- **Assignments**
  Submission of two acceptable and original assignments on topics set by the Trainers.
- **Observation**
  3 hours of observation training in Montessori settings together with a short report.

Admission to the training course does not guarantee certification.

AMI is considered as the worldwide leader in Montessori education. Its certified training is acknowledged for its rigour and authenticity, and the AMI Certificate is internationally recognised.

Awarding of this AMI Certificate does not qualify the holder to train other administrators.

4.7. Required Readings

Students will be required to read selected materials and participate in discussions on assigned topics throughout the course.

4.8. Trainers

Christine Harrison

Christine has been involved in Montessori education since 1985 and was Head of School at Canberra Montessori School, one of the largest Montessori schools in Australia, for over 20 years. As well as educational leadership, Christine has a background in mediation, mentoring, conflict management and adult education with an emphasis on empowering individuals and building good communication skills. She was the founding President of Montessori Australia and for the last 15 years has been a senior consultant working with Montessori schools and childcare centres. Christine sits on the board of AMI and is currently a Montessori school administration consultant. She co-developed the AMI Administrators Certificate Course and is an AMI Administrator Trainer for this course which she has given in several cities in China, in Thailand, USA, Switzerland, Czech Republic, Mexico and France. She has presented at Montessori conferences in Malaysia, Indonesia, Australia, China and the USA.

Pete Juds

Pete is a South African who received an AMI 3-6 diploma in London in 1989. He moved to Japan and in 1993, he founded his own school, a small 3-6 classroom in central Tokyo. He led this school, The Montessori School of Tokyo, for nearly 30 years and guided it into the largest Montessori school in Japan with over 200 students. In 2020 he stepped down from his role in the school and began focusing on the education of Montessori adults. He is currently assisting with the training of teachers in Coffee Bay (with First Children) and is also an AMI Administrator Trainer. He has assisted with courses in Mexico, Australia and Thailand before being very pleased to join Christine to deliver this course in his home country. Pete has worked with children, teachers and families in international settings around the world. He has a dream of one day seeing all public schools around the world being run as Montessori schools.

5. FINANCES

5.1. Course Fees

Description	Students (from the African continent)	Students (International excl. Africa)
Registration Fee	R 750	US$ 75
Tuition Fee	R 12,000	US$ 1,200
Total	**R 12,750**	**US$ 1,275**

5.2. Payments

Registration fees are payable when applying for admission as a student. Registration fees are non-refundable.

Tuition fees need to be settled as follows:
- 100% of tuition fee at least 24 hours prior to the commencement of the course.

Failure to settle tuition fees on time will result in students not being allowed to attend the course.

5.3. Banking Details

Name of Accountholder	Indaba Institute
Bank	Standard Bank
Account Number	301977887
Account Type	Business Current Account
Branch	Helderberg
Branch Code	033012
SWIFT Address	SBZA ZA JJ

SnapScan: https://pos.snapscan.io/qr/SO8zXc4K

PayFast: please request a payment link.

Yoco: please request a payment link.

Students must use their name and surname as the reference when making and electronic payment.

Proof of payments must be sent to the Finance Lead on: accounts@indabainstitute.org.

We also have a Yoco card machine and can accept card payments from the following: Visa Credit Cards, Visa Debit Cards, Visa Electron, MasterCard Credit Cards, MasterCards, Debit Cards, Maestro Cards, and SASSA Cards.

Please note that the Indaba Institute will not accept cash payments for course fees.

5.4. Cancellation and Refund Policy

All requests for cancellation of enrolment and request for fee refunds must be advised in writing.

5.4.1. Cancellations

To submit a cancellation of enrolment, please send an email to the Student & Community Lead on: admin@indabainstitute.org.

5.4.2. Refunds

Registration fees are non-refundable.

If a student formally cancels their enrolment more than 10 business days prior to the commencement of the course, they will be eligible to receive a 100% refund of the course's tuition fees.

If a student formally cancels their enrolment between 10 business days prior to the commencement of the course and the commencement date of the course, they may be eligible to receive an 80% refund of the course's tuition fees.

Once the course has started, no refunds will be granted for subsequent cancellations of the course in process.

To request a refund, please send an email to the Finance Lead on: accounts@indabainstitute.org.

6. INDABA INSTITUTE POLICIES

6.1. Academic Integrity Policy

Academic integrity is the moral behaviour of acknowledging and crediting someone for the use of their work or ideas in aiding the completion of your work.

Any of the following is an act of academic dishonesty, which may result in dismissal from the course:
- **Plagiarism**
  Defined as, *"the use of intellectual material produced by another person without acknowledging its source."*
- **Cheating**
  Defined as, *"fraud, deceit, or dishonesty in an academic assignment, including the use of or attempted use of materials, or assisting others in using materials that are prohibited or inappropriate in the context of the academic assignment in question."*
- **Falsification or Alteration of Documents**
  This includes, but is not limited to, providing false information, copyright violation, misrepresentation of credentials, and alteration of training centre documents.

6.2. Reproduction of Materials Policy

Each student is on a personal journey through the course and all work, albums and materials prepared by a student are intended for that student's own personal use when working with children, after graduating. These items are not to be reproduced or shared in any form. Undisclosed reproduction or sharing of work may result in dismissal from the course.

6.3. Recording of Lectures and Policy

Unless otherwise communicated in writing by the Trainer, the recording of lectures is not permitted. Any lectures or presentations remain the intellectual property of the speaker. Undisclosed recordings may result in dismissal from the course.

Feel free to take social videos and pictures during lunch breaks, and before and after class. We want you to enjoy the course and have memories to take back home with you.

6.4. Attendance Policy

Students must attain at least 90% attendance to be allowed to obtain the AMI Certificate. Therefore, it is imperative that students keep their absenteeism, whether it be for medical reasons or family emergencies, to a minimum. The reason for the high attendance requirement is because the course is rigorous and intense, and even minimal absence can set back a student's progress on the course.

If you are unable to attend class, please notify the Community & Student Lead and the Trainer in a timely manner and if you are ill, please notify them before 08:00am on the morning of your absence.

Students must arrange with the Trainer to make up course work missed due to excused absence.

The Trainer will meet with the student when there have been several absences and the student may be placed on probation until attendance improves.

6.5. Electronic Devices and Internet Policy

The lecture room and practice room are working environments therefore, unless otherwise communicated in writing by the Trainer, electronic devices, such as cell phones and laptops, will not be permitted during class. The reason for this is that electronic devices can be a distraction to the student, their peers, and the Trainer, and takes away from the student's ability to participate in the activities of the group.

Electronic devices may be used in other spaces on campus and may be used during lunch breaks, and before and after class.

Students are permitted to use the Institute's internet for course related purposes, in line with the above paragraphs. Internet login details will be provided on campus.

6.6. Social Media Policy

Students that have any grievances are asked to please take the matter up directly with the Trainer and the Institute. Please refrain from going to social media to complain or post negatively about the Institute, any Institute team member, or AMI.

6.7. Alcohol and Drugs Policy

Students may not arrive at the training centre intoxicated. Students may also not consume alcohol, drugs, or any illegal substances at the training centre.

Failure to comply with this policy may result in dismissal from the course.

6.8. Sexual Harassment and Discrimination Policy

Indaba Institute has a zero-tolerance policy towards sexual harassment or discrimination. The Institute is proud to be a safe space for individuals and will investigate with severity any sexual harassment or discrimination allegations.

The Institute does not discriminate on the basis of sex, race, colour, age, or national or ethnic origin in the application process nor in any courses presented by the Institute.

6.9. Dismissal of a Student

Indaba Institute reserves the right to dismiss a student if the Institute finds the student guilty of behaving in a manner that is an infraction of the student code of conduct, behaving in a manner that threatens the safety of others on campus, or behaving in any other manner that is neither respectful nor conducive to the Indaba community.

Dismissal of a student may also be the consequence of an infraction on one or more of the Institutes policies. The specific policy will state if an infraction is grounds for dismissal.

6.10. Complaints Procedure

- **Step 1:** Any academic related complaint must first be discussed with the Trainer to resolve the matter. Any admin related complaint must first be discussed with the Student & Community Lead to resolve the matter.
  Any finance related complaint must first be discussed with the Finance Lead to resolve the matter.
- **Step 2:** If the matter cannot be resolved through a discussion with the respective party above, students can approach the Operations Lead of the Institute.
- **Step 3:** If the matter cannot be resolved by the Operations Lead, students can approach the Director of the Institute.

Complaints can be emailed to the Office Administrator on: admin@indabainstitute.org.

7. ADDITIONAL INFORMATION

7.1. Statement of Confidentiality and Accessibility of Files

Daily attendance records and evaluations of a student's course work are held by the Institute. Once a student completes the course or is dismissed from the course, the student's file is archived.

The student file contains all the following, or the appropriate portion thereof:
- Application form and all supporting documents.
- Student records from the course.
- Summary evaluations of observations.
- Copy of the AMI Certificate.

All student files remain the sole possession of the Institute and the Trainer and may only be accessed to the extent required for a legitimate and lawful purpose.

All student files are held in the strictest of confidence.

Further, each student authorises the Institute and the Trainer to provide AMI with a copy of relevant student records where required by AMI.

7.2. Course Format Changes

The Institute reserves the right to change the format of a course, for example, from in-person to online, should the Institute assess that it is in the best interest of both the students and the Institute to do so. An example of a reason for such changes could be due to lockdowns imposed because of the COVID-19 pandemic. Students will be contacted via email and / or through an instant messaging platform. Please ensure that the Institute always has your most recent contact details.

7.3. Unexpected Closures

In the event of an emergency or unexpected closure of the Training Centre, students will be contacted via email and / or through an instant messaging platform. Please ensure that the Institute always has your most recent contact details.

7.4. Dress

Students are responsible for maintaining an appropriate appearance and manner of dress.

Clothing items are inappropriate if they display foul language or obscene images.

Students are required to dress professionally when visiting an observation school. The respective school's dress code must be adhered to.

7.5. Food and Drinks

Students are responsible for their own catering. They may either bring lunch from home or they may purchase lunch at nearby cafés. On-site we have the Green Café and close by there is a Total fuel station that houses Zetlers Food & Wine Shop and Burger Brothers.

On campus there is a dedicated student room with a microwave, fridge, and kettle for students to use. Students are required to bring their own cutlery and crockery. There are dishwashing facilities in the building for students to use, on condition that students pack away their dishes once washed, as this is a communal area.

Please ensure that all areas that you work with your food are left in a clean and tidy manner.

7.6. Personal Belongings

There are no locker facilities, therefore we encourage students to only bring to class what is necessary and to always keep valuable items with you.

Indaba Institute is not responsible for any loss of, or damage to, personal belongings.

7.7. Smoking

Smoking on the premises is restricted to specific demarcated areas.

7.8. Visitors

Please speak to an Institute team member prior to inviting a visitor. All visitors should check in with an Institute team member upon arrival.

7.9. Children at Indaba Institute

Visitors under the age of 12 should always be accompanied by an adult. The on-site prepared environment, classrooms, and materials are for the adult learner. Indaba Institute is not a childcare facility and is not equipped to have children visit for extended periods of time. To preserve the professional adult learning environment at the Institute parents, and caregivers may not bring children to the Institute as a childcare option, not even for cases of sickness and school closure.

7.10. Printing, Copying and Scanning

A printer is available for all students to use for the duration of the course. Each student will be given a unique code to access the printing, copying, and scanning facilities.

Students will be invoiced at the end of each month for the printing and copying done during that month.

The printer is in the Indaba Institute office and will only be available to students during the week as follows:
- Mondays to Fridays from 08:00 am to 08:45 am.

Process to follow:
- Documents to be printed can be loaded onto a USB drive. Students can do their own printing during the designated time slots by inserting their USB drive directly into the printer and printing their documents.
- Should a student have difficulty doing their own printing, please email your printing request to admin@indabainstitute.org before a printing time slot.
  Email to include: the document to be printed, number of copies required, paper size required, indicate whether double or single sided is required, indicate whether colour or black & white is required.
  Collection: collect your printing at the end of the day or first thing the next morning. (*Only applicable printing requests via email.*)
- As far as possible, students are to please do their own printing via a USB drive and only make use of the email request option when absolutely necessary.
- Copying can be done only during the designated printing time slots.
- Scanning can be done only during the designated printing time slots.

Please note:
- Students are responsible for submitting special printing requests with sufficient time ahead of their deadline.
- Students are responsible for the collection and follow up on their print jobs.
- Students are responsible for logging out of their session after using the printer.
- Students are responsible for monitoring their own printing tab.

COST	BLACK & WHITE	COLOUR
A4 *(per page)*	R 1.00	R 3.00
A3 *(per page)*	R 3.00	R 6.00

Kindly note that the scanning facility is free of charge.