**Association Montessori Internationale Teachers of Texas**

**A.M.I.T.O.T.**

**Association Montessori Internationale**

**Teachers of Texas**

Minimum Standards for Montessori Schools

**(A.M.I.T.O.T.)**

August 2017

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**Association Montessori Internationale Teachers of Texas (A.M.I.T.O.T.)
Minimum Standards for Montessori Schools**

This document defines the minimum standards that must be complied with by Montessori schools licensed by A.M.I.T.O.T. Any Montessori school operating in the State of Texas, established solely for the purpose of Montessori education, may apply for licensing by A.M.I.T.O.T.

 All A.M.I.T.O.T.-licensed schools are inspected annually for compliance with these Minimum Standards for Montessori Schools, and certificates are valid for one year from the date of the annual inspection.

An A.M.I.T.O.T.-licensed Montessori school may operate during regular school hours only and students may attend up to one hour before and one hour after the customary school day. If the school is open for longer hours, then those additional hours need to be licensed by the Texas Department of Family and Protective Services (DFPS). If

**ADMINISTRATION**

[§746.201]

1. The Montessori school must have a governing body that is responsible for, and has authority over, the policies and programs of the school. The governing body must be specified in the application to A.M.I.T.O.T. for licensing.
2. Each A.M.I.T.O.T.-licensed school must comply with these minimum standards. Each school must be inspected annually.

[§746.401(1), (2) & (7)]

1. Each AM.I.T.O.T.-licensed school must display in a prominent place the Certificate of Recognition and must keep the most recent licensing inspection on file and available for review. A copy of the AM.I.T.O.T. Minimum Standards for Montessori Schools provided by A.M.I.T.O.T., as well as copies of the school’s most recent fire inspection report, sanitation inspection report, and gas inspection report (if applicable) must be available at each school location for review by staff, parents and others upon request.
2. Each A.M.I.T.O.T.-licensed school must maintain the following documents.

[§746.201(1) & (2)]

* 1. A Plan of Operation for each facility. Each such Plan of Operation must comply with or exceed the minimum standards specified herein.

[§746.201(3)]

* 1. Designation of a school director who meets the qualifications defined herein and has daily, on-site responsibility for the operation of the school, and designation of an emergency director substitute who will serve in the absence of the director.
	2. A set of the literature maintained by the school for pre-enrollment distribution to parents explaining programs, policies, activities, hours, tuition and fees
	3. A Montessori school which is incorporated must have on file its Articles of Incorporation, or the Certificate of Incorporation, or a copy of the Certificate of Authority, in the case of an out-of-state incorporation
	4. A corporation or church must make available to A.M.I.T.O.T. a copy of the resolution authorizing the operation of the school unless authorization is included in the document required in item (e)
	5. A Montessori school which is operated as a sole proprietorship or partnership must specify in writing the names and addresses of the owners or partners.

 [§746.201(6)]

* 1. Evidence of liability insurance is required. Such liability insurance must be maintained continuously throughout the period that the school is operated under an A.M.I.T.O.T. license.
1. The owner, partners, or governing body of the Montessori school must notify the A.M.I.T.O.T. Executive Director, in writing, within five working days of any circumstance which affects the status of the Montessori school, such as:

[§746.303(1)]

* 1. Change of ownership
	2. Changes of partners

[§746.303 & (2), (3), (4)]

* 1. Changes of governing body, including executive officer of governing body, governing body designee, and location of governing body

[§746.303(5)]

* 1. Changes of the school director

[§746.301(1)]

* 1. Changes of location (street address)

[§746.301(5)]

* 1. Changes of the age range of children served by the school

[§746.301(6)]

* 1. Changes of the hours, days, or months of operation

[§746.301(7)]

* 1. Opening of a new classroom or offering new services, relating to minimum standards, such as transportation or field trips

[§746.301(2) & (3)]

* 1. Facilities reductions, including
		1. Decrease of classroom space, only if it goes below the 30 square feet per child which is required by the state
		2. Decrease of outdoor space, only if it goes below the 80 square feet per child which is required by the state
		3. Reducing the number of toilets or sinks

[§746.301(4)]

* 1. Addition of a swimming pool or other permanent body of water

[§746.301(8) & (9)]

* 1. Stopping of operation, including closing temporarily or going out of business
1. The AM.I.T.O.T. organization must be notified within two working days of the occurrence of:
	1. Anything that renders all or part of the school unsafe or unsanitary for a child
	2. An employee or child contracting an illness that the law requires be reported to the Texas Department of Health (TDH) as specified in 25 TAC 97, Subchapter A (Control of Communicable Diseases)
	3. Any other situation, which places a child at risk, such as forgetting a child in a school vehicle or on the playground or not preventing a child from wandering away from the school unsupervised.

[§746.305(b)]

1. Serious occurrences such as the death of a child, fire, serious accident or injury must be reported to AM.I.T.O.T. within two working days. An accident or injury is considered serious enough to report if it requires an overnight stay in a hospital.

 [§746.201(4)]

1. Each A.M.I.T.O.T.-licensed school must ensure that members of its staff report suspected abuse, neglect, or exploitation as required by the Texas Family Code, §261.401.

[§746.201(5)]

1. Each A.M.I.T.O.T.-licensed school must ensure that parents have the opportunity to visit the school any time during its hours of operation to observe their child, the school’s operation, and program activities, without having to secure prior approval.
2. The school must request a criminal history check for all employees and any person who has unsupervised access to children, at the time the person is hired and every 24 months thereafter.  Proof of request for background checks must be kept on file.

[§746.201(7)]

 [§746.305(a) & (1), (2), (3), (5)]

 [§746.305(a)(4)]

1. The school must ensure that a person who is indicted or the subject of an official criminal complaint accepted by a county or district attorney alleging he committed any of the offenses listed below must not be at the school while children are in school and must not have contact with the children until the charges are resolved. The offenses are as follows.
	1. A felony or misdemeanor classified as an offense against the person or family
	2. A felony or misdemeanor classified as public indecency, and
	3. A felony violation of any law intended to control the possession or distribution of any substance included as a controlled substance in the Texas Controlled Substances Act.

The school must notify A.M.I.T.O.T. if a staff member is indicted, the subject of an official criminal complaint as described above, or the subject of an abuse or neglect investigation within 24 hours or on the next workday. A.M.I.T.O.T. will report such notification to the Texas Department of Family and Protective Services (DFPS) and will follow DFPS regulations and recommendations.

[§746.307(a)(1-4)]

1. The school must inform the child’s parent immediately (after ensuring the safety of the child), of the occurrence of any of the following events:
	1. A child is injured and the injury requires medical attention by a health-care professional.
	2. A child has a sign or symptom requiring exclusion from the school.
	3. A child has been involved in any situation that placed the child at risk. For example, a staff member forgetting a child in a school vehicle or not preventing a child from wandering away from the school unsupervised.
	4. A child has been involved in any situation that renders the school unsafe, such as a fire, flood, or damage to the school as a result of severe weather.

[§746.307(b)]

1. The school must inform the child’s parent of less serious injuries when the parent picks the child up from school. Less serious injuries include, but are not limited to, minor cuts, scratches, and bites from other children requiring first-aid treatment by a school staff member.

[§746.307(c)]

1. The school must notify all parents of children in the school within 24 hours of becoming aware that a child in the school or a member of the school staff has contracted a communicable disease that the law requires you to report to the Texas Department of Health as specified in 25 TAC 97, Subchapter A (Control of Communicable Diseases).

[§746.307(d)]

1. The school must provide written notice within 24 hours to the parents of all children in a group when there is an outbreak of lice or other infestation in the group. This notice must either be posted in a prominent and publicly accessible place where parents can easily view it or be sent as an individual note to each parent.

[§746.401(3), (4), (5), (6), (8) & (9); §746.403(a) & (b)]

1. The school must post the following items at all times, in a prominent and publicly accessible place where employees, parents, and others may easily view them:
	1. The Licensing notice “Keeping Children Safe”
	2. Emergency and evacuation relocation plans in each room used by children. The emergency plan must include procedures in case of fire, severe weather, and lockdown, at a minimum.
	3. The telephone numbers specified below, under **Physical Health, Emergency Phone Numbers**
	4. Any other Licensing notices that include specific instructions that they are to be posted

[§746.501 & (1) through (21)]

1. Each school must have a set of written policies which, at a minimum, address each of the following:
	1. Hours, days, and months of operation
	2. Procedures for release of children
	3. Illness and exclusion criteria
	4. Procedures for dispensing medications, or a statement that medication is not given
	5. Procedures for handling medical emergencies
	6. Procedures for parental notifications
	7. Discipline and guidance practices
	8. Meals and food service practices
	9. Immunization requirements
	10. Tuberculin testing requirements (if applicable)
	11. Hearing and vision screening requirements by the State of Texas
	12. Enrollment procedures, including how and when parents will be notified of policy changes
	13. Transportation (if applicable)
	14. Water activities (if applicable)
	15. Field trips (if applicable)
	16. Animals (if applicable)
	17. The procedures for parents to review and discuss with the school director any questions or concerns about the policies and procedures of the school
	18. The procedures for parents to visit the school at any time during the school’s hours of operation to observe their child, school operation, and program activities, without having to secure prior approval
	19. The procedures for parents to participate in the school’s operation and activities of A.M.I.T.O.T.
	20. The procedures for parents to review a copy of the minimum standards of A.M.I.T.O.T. and the school’s most recent licensing inspection report from A.M.I.T.O.T.
	21. Instructions on how a parent may contact A.M.I.T.O.T., the DFPS child abuse hotline, and the DFPS website
2. Each school must have a pamphlet, brochure or set of leaflets explaining the programs, policies, activities, hours, tuitions and fees to inform parents before enrollment. A set of this literature pertinent to the program(s) on each campus must be available for inspection on the corresponding campus

[§746.503]

* 1. Parents must sign a child-care enrollment agreement or other similar document that includes at least the operational policies listed herein on or before the date of admission. The school must keep this signed document in the child’s record.

[§746.505]

* 1. The school must notify parents in writing of any changes to the operational policies and enrollment agreement. At least one copy of the updated operational policies must be signed and dated for each family, and a copy of the updated information must be kept in the child’s record.

[§746.507]

* 1. The school must make copies of all operational policies available to all employees.

[§746.601(a)-(c); §746.603(a) & (a)(1)-(8); §746.603(b)]

1. Each school must maintain the records listed below for each child enrolled. These records must be kept at the school and must be available during hours of operation and for at least three years after the child's last day in the school. All children’s records must be immediately accessible to staff members during school operation for use in an emergency. Parents have the right to access their own child’s record during a parent conference with the classroom staff or the school director. All children’s records are subject to review and/or reproduction by A.M.I.T.O.T. licensing personnel upon request during hours of operation.
	1. Enrollment agreement
	2. Admission information
	3. Statement of the child’s health from a health-care professional
	4. Immunization records
	5. Tuberculin testing information, if applicable
	6. Hearing and vision screening results (if applicable)
	7. Incident/Illness Report forms
	8. Attendance records for each classroom
	9. Sign-in and sign-out for extended care periods and for absences during the school day, such as for doctor appointments. Sign-in and sign-out logs for the previous year must be kept on file.
	10. Annual school records of each child's development and progress

 [§746.605(1)-(13), (15); §746.607; §746.609]

1. Enrollment information for each child must be obtained prior to admission and kept on file at the school office. The parent must sign copies of all relevant enrollment forms before the child is admitted to the school. This information must be updated not less frequently than once per year, and updates must be signed by the parent. Enrollment information must include:
	1. Name, birth date, home address, and telephone number of the child
	2. Date of the child’s admission to the school
	3. Name, address, telephone numbers, (home, work, and cell) and email addresses where parents can be reached while child is in school
	4. Name, address, and telephone numbers of another responsible adult (friend or relative) who should be contacted in an emergency in case the parent cannot be reached
	5. A statement that the child will be released only to the parents or the names and telephone numbers of persons other than a parent to whom the child may be released
	6. Permission for a child to ride a bus or walk to or from home, or to be released to the care of a sibling under 18 years old (if applicable)
	7. Transportation permission (if applicable)
	8. Permission for field trips (if applicable)
	9. Permission for participation in water activities (if applicable)
	10. Name, address, and telephone number of the child’s physician or an emergency care facility
	11. Authorization to obtain emergency medical care and to transport the child for emergency treatment
	12. Immunization records
	13. A statement of the child's special problems or needs. This includes allergy, existing illness, previous serious illness and injuries, hospitalizations during the past 12 months, and any medication prescribed for continuous, long-term use.

[simplification of §746.801(1)-(22)]

1. The school must maintain all files and records required herein, and must make such files and records available for inspection and review by A.M.I.T.O.T. licensing inspection personnel at least once per year.

[§746.803(a)-(b); §746.907]

1. Student records must be retained while the student is enrolled in the school and for three years thereafter. Personnel records must be retained while the staff member is employed and for three months thereafter. Staff continuing education records must be retained for the current and previous year. Other records must be retained for at least one year from the date that the record was created.

[§746.901 & (1)-(8)]

1. The school must have the following personnel records available for review during hours of operation for each staff member working at the school:
	1. Documentation showing the dates of the employee’s first and last day on the job
	2. Documentation showing how the employee meets the age and education qualifications, if applicable
	3. A copy of a health card or physician’s statement verifying the employee is free of active tuberculosis, if required by the regional Texas Department of Health TB program or local health authority
	4. A notarized affidavit attesting to the applicant’s eligibility for employment (lack of criminality).
	5. A record of continuing education hours – a minimum of 15 hours for all classroom assistant staff, 24 hours for classroom guides and 30 hours for the Executive Director and Educational Director (if applicable)
	6. A statement signed and dated by the employee acknowledging receipt of a copy of the school’s operational policies and personnel policies
	7. Proof of request for DFPS background checks
	8. A copy of a current driver’s license for each person who transports students

**PERSONNEL**

[experience requirement added to match §746.1015(a)(1)]

1. The administrator or director of an A.M.I.T.O.T.-licensed Montessori school must have earned a four-year college degree and hold an AMI diploma or one obtained through one of the training organizations recognized by the Montessori Accrediting Council for Teacher Education. The director must also have at least one year of experience as a guide in a Montessori school classroom. An individual waiver to these criteria may be granted upon application, accompanied by substantiating evidence, to the A.M.I.T.O.T. Executive Director.

[§746.1003(1); §746.1011(a); §746.1013(a)]

1. The director is responsible for the Montessori school's day-to-day operation, and for compliance with the minimum standards defined herein. The director must be at the site and available to the public. There must be an emergency designate available to substitute for the director.

[§746.1105(1) & (3)]

1. The director and each staff member who is regularly or frequently present while children are in school must have a criminal history background check. See 40 TAC Chapter 745 Subchapter F. The school administrator is responsible for requesting a criminal history background check for each new staff member. Each staff applicant must provide a notarized affidavit attesting to the applicant’s eligibility for employment (lack of criminality).

[§746.1105(2)]

1. TB testing may be recommended or required by the Texas Department of Health at any time. Check each year.
2. Each classroom must have a Montessori guide in charge. The Montessori guide must hold a four-year college degree and an AMI diploma or one obtained through one of the training organizations recognized by the Montessori Accrediting Council for Teacher Education. Certified Montessori teachers exceed state of Texas requirements for employees of a child-care center. The school may apply to the A.M.I.T.O.T Executive Director for a waiver on behalf of the guide, presenting substantiating evidence with the application. The guide must hold a diploma, certificate or statement to attest the validity of such training, and a copy of said diploma, certificate or statement must be kept in the employee's file at the school.

[§746.1107(1) & (2)]

1. Additional staff members must be at least 18 years of age, and hold a high school diploma or equivalent.

[§746.1107(3); §746.1303(1)-(5)]

1. All members of the teaching staff, including aides, must complete pre-service school orientation prior to working in a Montessori classroom. This orientation must include:
	1. An overview of the minimum standards defined herein
	2. The school’s operational policies including discipline, guidance, and the release of children
	3. An overview of symptoms of child abuse, neglect, and sexual abuse and the responsibility and method for reporting these
	4. The procedures to follow in handling emergencies
	5. The use and location of fire extinguishers and first-aid equipment

~~[§746.1301(3) & (4); §746.1309(a); §746.1311(a), (g)(1), (g)(2); §746.1327]~~

1. Classroom assistants must participate in at least 15 clock-hours of continuing education each year. Substitutes and volunteers who are regularly or frequently present with the children, must also have 15 clock-hours of continuing education each year, whether or not they are counted in the child/caregiver ratio. Classroom teachers must participate in at least 24 clock-hours of continuing education each year. The director must participate in at least 30 clock-hours of continuing education each year. In all cases, no more than one-half of these clock hours may be obtained through self-instructional training. The director may not earn training hours for presenting training to others.

 [§746.1301(5); §746.1315(a)-(d)]

1. At least one staff member will be present in each class who holds a valid first aid with rescue breathing and choking; and at least one staff member will be present in each class who holds CPR certificate from a recognized training program. CPR training and re-certification must adhere to the guidelines for cardiopulmonary resuscitation (CPR) for laypersons established by the American Heart Association, and consist of a curriculum that includes use of a CPR manikin and both written and hands-on skill-based instruction, practice, and testing.

[§746.1329(a)(1)-(5)]

1. Proof of current CPR/first-aid certification must be maintained in each staff member’s personnel file. This proof should be an original or photocopy of a certificate or letter showing the participant’s name, date of the training, title/subject of the training, the trainer’s name or training source for self-instructional training, and the length of the training in clock hours, CEUs, or college credit hours, as appropriate.
2. Each Montessori school licensed by A.M.I.T.O.T. must have a Montessori guide for each separate classroom. Students will be grouped on a multi-age grouping system, as follows:
	* + - 1. The recommended standard for classes directed by a beginning teacher with two consecutive years or less experience as director of a Montessori class is:

Age Groupings Number of Children

1-3 years 12

3-6 years 20

6-9 years 28

9-12 years 32

12-14 years 32

 An aide will assist in each classroom.

* + - * 1. The recommended standard for classes directed by a teacher with more than three years of experience as a director of a Montessori class ~~is~~:

Age Groupings Number of Children

1-3 years 12

3-6 years 25

6-9 years 30

9-12 years 35

12-14 years 35

An aide will assist in each classroom.

**BUILDING, GROUNDS, AND EQUIPMENT**

1. All schools must have a valid certificate of occupancy issued by their local city building inspector, or its equivalent.

[§746.4201]

1. There must be at least 30 square feet of indoor space for each child in each Montessori classroom.

[§746.4301(a)-(c); §746.4305]

1. The outdoor space provided for pre-school children must be fenced (at least four feet high) and must provide at least 80 square feet per child for at least 25% of the licensed, indoor capacity.

[§746.4507(a)(1)]

1. Each location of each licensed Montessori school must have a working telephone with a listed number.

[§746.4501]

1. Shelves, tables and chairs must be designed to child size. Montessori equipment in the classroom must be available to the children.
2. Montessori materials for the child's development must be selected according to the child’s sensitive periods and planes of development, as described by Dr. Maria Montessori. A list of materials is found in Appendix A. The materials must be available in each classroom, and must be placed in the room according to the developmental needs of the children.
3. The materials must be maintained in good condition and replaced when necessary.

[§746.4407(a); §746.4409; §746.4411(a) & (b); §746.4421]

1. Toilet facilities must be available and easily accessible to the students. Children up to six years of age must use bathrooms that can be supervised by a staff member. Bathroom doors must not have locks. One toilet for the first 20 students is required. Two toilets are needed for more than 20 students. Urinals may be counted in the ratio of children to toilets but may not exceed 50% of the total number of toilets.

**FIRE, SANITATION AND SAFETY**

Fire, sanitation, building and safety regulations must be maintained as required by state and local authorities. The fire inspection presupposes a certificate of occupancy that ensures that the building meets code requirements.

### Fire

1. In cases of danger from fire, the first responsibility of school staff must be the evacuation of the children to a designated safe area.
2. The school must contact the fire department in case of fire or danger of fire, explosion, toxic fumes, or other chemical release.
3. All schools must have an annual fire inspection with a written report. Any corrections called for in the report must be made.
	1. Fire inspections must be requested from local authorities, where available.
	2. Fire inspections must be requested from state fire authorities, if local authorities are not available.
4. All schools must meet the local fire codes in respect to fire extinguishers and smoke detectors. Each building of the school must have at least one fire extinguisher and one smoke detector, approved by the fire marshal. These must be installed in a fashion approved by the fire marshal and readily available.
5. All staff members must know the school’s emergency procedures for classrooms and must keep a copy of this plan displayed in the classroom near each exit door, for easy access in an emergency.

[§746.5205(a)]

1. Fire drills must be held and recorded monthly. Children must be able to exit the building within three minutes.
2. Severe weather drills must be held and recorded at least once per semester.
3. Lockdown drills must be held and recorded at least twice per semester.
4. The administrator or director of the school must report all fires to the A.M.I.T.O.T. Executive Director.

[§746.5207(a) & (b)]

1. A fire and emergency evacuation plan must be posted near each exit door, in each room used by the children. This plan must show a floor plan of the facility, two exit paths from each room (unless the room opens directly to the outdoors at ground level).
2. A location outside the building must be designated where staff and children meet to ensure that everyone has exited safely, and a location inside the building designated where staff and children can take shelter from threatening weather such as tornadoes.
3. Heating devices and their nearby areas must present no fire hazards.
	1. Gas appliances must have metal tubing and connections, unless otherwise approved by the fire marshal.
	2. Open flame space heaters are prohibited. Space heaters must be enclosed and have a seal of approval of a test laboratory approved by the fire marshal. Floor furnaces must be enclosed to keep children off them.
	3. Space heaters designed to be vented must be vented to the outside as approved by the fire marshal.
	4. If the school uses a fireplace or wood-burning stove, the school must properly vent it to the outside. The School must install a rigid screen or guard to prevent children from falling into the fire or against the stove.
	5. Combustible material must be kept away from light bulbs and other heat sources.

[§746.5401]

* 1. Gas pipes in schools must be tested annually for leaks. A copy of the test report must be kept at the school, available for inspection to the A.M.I.T.O.T. Executive Director and licensing inspector.

 [§746.4217]

* 1. A facility more than one story high must have one inside and one outside staircase leading to all floors. A fire marshal must approve any exceptions. If there are no outside staircases and the fire marshal's approval cannot be obtained. Children under the age of eight must be kept on the first floor, and not allowed on any level above or below ground level, without written approval from the state or local fire marshal.

[§746.5209(a)]

* 1. A school must have at least two exits to the outside, located on different sides of the building.

[§746.5209(b)]

* 1. Doors opening into a fenced yard must be able to be easily opened from the inside by children. Doors between rooms must not be locked while children are present.

[§746.5209(c)]

* 1. Doors and pathways must not be blocked.

[§746.5531; §746.5533; §746.5537]

* 1. The school must be equipped with a working carbon monoxide (CO) detection system, installed in compliance with the state or local fire marshal’s instructions, on each level of each building. These systems must be inspected by the monitoring company or the state or local fire marshal at least annually.

### Sanitation

[§746.3401; §746.3405; §746.3407]

1. The facility must have an annual health and sanitation inspection with a written report. Any corrections called for in the report must be made. Health and sanitation inspections must be required from local authorities where available and from state authorities where available and from state authorities when not available locally.
2. The school's building, grounds and equipment must be cleaned, repaired and maintained to protect the health and safety of the children.

[§746.3407(10)]

1. There must be adequate light, ventilation and heating in the school.

[§746.3431(1) & (2)]

1. The school must have an adequate supply of water that meets the standards for drinking water of the Texas Department of Health. Whenever possible, the source of water must be from a public drinking water system. If a private water supply is used it must be maintained in a safe and sanitary manner, and written records must be maintained indicating the private water supply meets the requirements of the Texas Commission on Environmental Quality (TCEQ), if applicable.
	1. Schools must have hot and cold running water. Faucets used by children must be controlled by a thermostat so it cannot scald (no higher than 120 degrees Fahrenheit) except a dishwasher.

[§746.3301(b)]

* 1. Water must always be available to children. It shall be supplied by means of:
		1. Drinking fountains; or
		2. Individual drinking glasses used by only one child between washings; or
		3. Paper cups used once by one child.

[§746.3433]

1. Adequate and safe flush toilets and sewerage systems must be provided. Whenever possible, the facility must be connected to a public sewerage system. Where public sewers are not available, treatment facilities meeting the standards of the Texas Department of Health and approved by the local health authority must be installed to dispose of sewage.

[§746.3407(8)]

1. Garbage must be kept in containers in kitchen area or taken to compost.
	1. Trash containers must be used for daily clean up and removed to outside container each day.
	2. Trash must be removed from the school at least twice a week.
	3. Garbage cans must be washed and cleaned inside and out to prevent odors.

[§746.3427; §746.3429(a) & (b)]

1. Schools must take steps to keep the facility free of insects and rodents, including service by a pest control operator licensed by the Texas Structural Pest Control Board to prevent, control, or eliminate pest infestations, at least annually. Children must not be allowed in areas where there is pesticide residue that may be harmful to them. Follow written instructions from the licensed pest control operator or label directions in order to determine whether the residue may be harmful to children. Areas where children are present may be treated with chemicals only when permissible under the label directions.
2. Staff and children must wash their hands with soap and water before preparing or serving food, before eating, after playing outside, after using the toilet, after blowing noses, and other times throughout the day.

 [§746.3415(1) & (6); §746.3417(1) & (3)]

1. Smoking should not be permitted in school buildings or on school grounds.

### Safety

1. The building, grounds, and equipment must be safe.
	1. Electrical outlets in toddler, primary, and elementary rooms used by children must have childproof covers or safety outlets.
	2. Electric fans must be mounted out of children's reach or have safe guards that keep children from touching the blades.
	3. Window air conditioners must be made so children cannot reach working parts. Where 220-volt window unit connections are within children's reach, a screen or guard must protect the connections.
	4. Indoor floors and steps must not be slippery or have splinters. They must be dry when used by the children. Outdoor steps must not be slippery. Metal stripping on stairs must be secure.
	5. Stairs and porches more than two feet above the ground must have hand railings for the children.
	6. The play area must be dry and free from sharp objects. Poisonous plants must be removed. Tanks, ponds, open wells, drainage ditches, sewerage pipes and dangerous machinery must be fenced to keep the children out. Garbage cans and highly flammable material must not be present in the play area. Trashcans are permitted.
2. Indoor and outdoor equipment must be repaired immediately or removed from areas used by the children.
	1. Unusable items must be repaired immediately or removed from areas used by the children.
	2. Stationary outdoor equipment such as climbing gyms, swings and slides must be away from busy areas in the yard and securely anchored unless portable by design. All heavy equipment must be installed in a manner to prevent tipping over or collapsing.
	3. Swing seats must be made of soft material. Tire swings are permitted.
	4. The school must not allow children to use climbing equipment or swings on concrete or asphalt, or swings with concrete or asphalt in the fall zone.

[§746.4905; §746.4907(d)]

* 1. There must be a minimum of eight inches of loose-fill cushioning material in any fall zone.
	2. The school must ensure that no equipment has openings or angles that could entrap a child's head.
	3. The school must ensure that no pinch, crush, or shear points are **on** equipment (such as exposed or open gears on rotating devices) or **underneath** equipment (such as axle assemblies on rotating devices).
	4. Toys that use anything that explodes (such as caps) or that shoot things (such as darts or BBs) are not allowed.
	5. The school must ensure that children do not have access to toxic substances either indoors or outdoors.
	6. Furnishing and equipment must have no sharp edges, rusty or loose parts, or lead painted surfaces.
1. Playgrounds should be inspected daily to ensure there are no hazards present. Monthly inspections must be conducted, using a checklist that includes checking the equipment and surfacing material for normal wear and tear, broken or missing parts, debris or foreign objects, drainage problems, or other hazards. Any hazards or defects identified must be corrected promptly and corrections must be recorded and dated.

[§746.4001(3)-(5)]

1. First aid supplies must be kept handy in designated locations, out of the children's reach, and a guide to first aid and emergency care must be immediately accessible.

### PHYSICAL HEALTH

### Health Requirements for Children

[§746.611(a) & (b)]

1. Evidence must be required that a child is physically able to take part in the school program. His or her parents must present evidence of the general state of each child's health when admitted to the school or within one week of admission. Any of the following constitute compliance:
	1. A written statement, from a health-care professional who has examined the child within the past year, indicating the child is physically able to take part in the program;
	2. A signed affidavit from the parent stating that medical diagnosis and treatment conflict with the tenets and practices of a recognized religious organization of which the parent is an adherent or a member; or
	3. A signed statement from the parent giving the name and address of a health-care professional who has examined the child within the past year stating that the child is able to participate in the program. This must be followed by a signed statement from a health-care professional as specified in paragraph (a) of this subsection within 12 months of the date of admission.

[§746.613(a) & (b); §746.619(a)]

1. The child must have the required immunizations. The parents must submit one of the following at enrollment:
	1. A written and dated statement that the child has been immunized, according to the current requirements of the Texas Department of Health. At present, these include immunizations against diphtheria, tetanus, pertussis, polio, measles, mumps, rubella, Hib, Varicella, Hepatitis A and Pneumococcal. This statement must have a stamp or signature of the physician or health clinic and must specify the type, number of doses and dates given, as required by law.
	2. A written and dated statement, from a licensed physician or other authorized health personnel, that immunizations against at least one of the above mentioned diseases have begun and that all will be completed as soon as is medically feasible. When the immunization cycle is completed, a written statement to that effect is required; or
	3. A written and dated statement signed by a licensed physician, that in the physician’s opinion, the vaccine required is medically contraindicated or poses a significant risk to the health and well-being of the child or any member of the child’s household. Unless it is written in the statement that a lifelong condition exists, the exemption statement is only valid for one year from the date signed by the physician; or
	4. An affidavit as defined in 25 TAC 97 Subchapter B, signed by the parent that the parent declines immunization for reasons of conscience, including because of the parent’s religious beliefs. A child, who has not received the required immunizations for reasons of conscience, including religious beliefs, may be excluded from school in times of emergency or epidemic declared by the commissioner of public health.

[§746.623(a) & (b)]

1. All schools are required to maintain files with immunization records on each child that show the immunization status of each child by age and number of doses and dates received and must include the signature or stamp of the physician or other health care professional who administered the vaccine. These records must be on file at the school as long as the child is enrolled. Immunization records must be open for inspection.

[§746.627]

1. The child must be tested for tuberculosis if applicable according to recommendations of the Texas Department of Health. For recommendations contact the local health department, the regional office of the Texas Department of Health, or the Texas Department of Health-Bureau of Tuberculosis Services, Austin. A dated statement signed by the parent that the child's tuberculosis test record is current and is on file at a regulated facility the child attends also complies. The parent must include the name of the facility in the statement.
2. An annual statement from a licensed physician that the child can continue to participate in the program is required.

[§746.629]

1. The Special Senses and Communication Disorders Act, Texas Health and Safety Code, Chapter 36, requires a screening or a professional examination for possible vision and hearing problems for children of certain ages and grades. Refer to 25 TAC Chapter 37, Subchapter C, for specifics on vision and hearing screening. For each child screened, the school must keep on file the individual visual acuity and sweep check results, or an affidavit stating that the vision or hearing screening conflicts with the tenets or practices of a church or religious denomination of which the affiant is an adherent or member.

[subset of §746.631(a)-(d)]

### Illness and Injury

[§746.3601(1)]

1. A child should not be admitted to school if:
	1. he/she is apparently ill;
	2. he/she is not able to participate comfortably in school activities including outdoor play; or
	3. he/she exhibits signs of illness such as fever, nausea or vomiting, diarrhea, lethargy, conjunctivitis, or signs of a fresh cold.
2. Illness must be handled to protect the health of all children at the school.

[§746.3605(1)-(3)]

* 1. When ill:
		1. The child must be given a bed or cot away from the other children.
		2. The child must be supervised until leaving the school.
		3. The child's parents must be called immediately.
		4. Extra attention must be paid to hand washing.

[§746.3603]

* 1. The school must follow the recommendations of the Texas Department of Health concerning the admission or readmission of any child after a communicable disease as defined by TDH in 25 TAC § 97.7.

3. The school must plan how it would provide emergency care for an injured child, a child with symptoms of acute illness, and a child who is choking or not breathing. If critical illness or injury requires immediate attention of a physician, the school must:

 a) Contact emergency medical services and call for an emergency vehicle;

 b) Give the child first aid or CPR, if needed;

 c) Contact the physician identified in the child’s record;

 d) Contact the child’s parent; and

 e) Ensure supervision of other children in the group.

4. A Student Accident/Injury Report Form must be used to record information regarding the occurrence of any injuries that required medical attention, as well as any other situation that placed a child at risk, such as forgetting a child in a school vehicle or not preventing a child from wandering away from the school unsupervised. The school director or the staff member in charge must sign and date the completed report. Within 24 hours of the occurrence of each incident, a copy of the report must be provided to the child’s parent, and the parent’s signature obtained thereon, indicating the parent has reviewed or received a copy of the report.

5.The Student Accident/Injury Report form must contain the following information:

* 1. Name of school;
	2. Child’s name;
	3. Date and time of accident/injury
	4. Staff member who witnessed the accident/injury
	5. Other staff members present
	6. Description of accident/injury, including what action was taken and whether follow-up is required;
	7. Signature of staff member in charge;
	8. Signature of parent.
1. A complete first-aid kit must be available in each building, during all field trips, and while transporting children. Each first-aid kit must be:

a) Clearly labeled;

b) Kept in a clean and sanitary condition;

c) Easily accessible to all employees;

d) Stored in a designated location known to all employees; and

e) Kept out of the reach of children.

**Medications**

1. If the school agrees to administer special medical procedures (breathing machine or treatment for asthma), they must be administered to a child only on the written, dated and signed request of a licensed physician, containing specific instructions for administration and approved in writing by the child's parents.
2. If the school agrees to administer medication, the school must administer medication to the child as follows:
	1. Prescription medications must be in the original container labeled with the child's name, a date, direction, and the physician's name. The school must administer the medication as stated on the label directions. The school must not administer medication after the expiration date.
	2. The school must ensure that nonprescription medication is labeled with the child's name and the date the medication was brought to school. Non-prescription medication must be in the original container. The school must administer it according to label directions if approved in writing by health personnel or the child's parents.

[§746.3805(a) & (b)]

* 1. The school must document each dose of medication administered showing the child's name; the name of the medicine; date, time, and amount administered; and the name of the staff administering the medicine. The school must keep the records for one year after administering the medication.
	2. If a child has a periodic and recurring medical problem, such as headaches, asthma attacks, or allergic reactions, or requires medication on a daily basis for a chronic condition, the child’s parent or health-care professional may sign a medication authorization allowing the school to administer the medication when symptoms occur or regularly as prescribed for up to a six-month period.

[§746.3807(1)]

1. Medication must be kept out of reach of children or in locked storage.

[§746.3807(2) & (3)]

1. Medications requiring refrigeration must be kept separate from food.

[§746.3809]

1. Medications must be returned to parents when no longer needed.
2. Medications must be disposed of properly when a child withdraws from the school or when the medicine is out of date.

### Emergency Phone Numbers

[§746.405(a) & (b)]

1. The following emergency telephone numbers must be posted next to every telephone accessible to staff members. If the school uses cordless or cellular phones, these same numbers must be posted in a prominent place on the wall near the doorway in each room, or on the phone handset.

[§746.405(a)(1)]

* 1. 9-1-1, or if 911 is not available, the individual telephone numbers for:
	Emergency Medical Services or ambulance service
	Police or sheriff's department
	Fire department

[§746.405(a)(2)]

* 1. Poison control center: 1-800-222-1222

[§746.405(a)(3)]

* 1. Texas Department of Family and Protective Services Child Abuse Hotline: 1-800-582-6036

[§746.405(a)(4)]

* 1. The A.M.I.T.O.T. organization office: 512-627-1299 – Chrissy Davol

[§746.405(a)(5)]

* 1. The school name, address, and telephone number
1. The following numbers must be placed near and accessible to the phone. Such information may be in enrollment or health forms:
	1. The number of the physician designated by the parents
	2. Numbers where parents may be reached
	3. Numbers where families and physicians of staff members may be reached

### Animals

[§746.3903(b)]

If there are animals on the premises as classroom pets, the facility must have a licensed veterinarian evaluate each of the animals annually to determine which ones need to be examined and vaccinated. Examination, vaccinations and treatment must be given as the veterinarian recommends.

[§746.3903(a)]

1. Proof of evaluation and vaccinations must be filed at the facility.

[§746.3905(b) & (c)]

1. The school, yard, and play areas must be kept free from stray animals. The school must not allow children to play with stray animals.
2. Children must not handle chickens, ducks, and reptiles, such as snakes, turtles, lizards, iguanas, and amphibians, such as frogs and toads.

**NUTRITION**

1. Schools must be responsible for the variety and quality of food given to children in care. Food must be nutritious and in amounts adequate to ensure growth and development.

[§746.3317 & (1)]

1. The school must ensure that all food and drink served are of safe quality and are stored, prepared, distributed and served under sanitary and safe conditions. The school must wash and sanitize food service equipment.
2. The school must practice good hygiene when handling food. Staff with open or infected wounds must not work in the food preparation area.

[§746.3317(2)-(4)]

1. The school must discard single-service napkins, dishes, and utensils after use. Washable napkins and tablecloths must be cleaned after each use unless each child provides his own.

[§746.3317(5)]

1. Cleaning supplies must be clearly marked and kept separate from food.

[§746.3301(a)]

1. School age children must have regular meals and snacks.

 [§746.3303(a)-(c); §746.3305(b)-(c)]

1. A child in school for less than four hours per day should have at least one snack. A child in school for four to seven hours should have one meal, or one meal and one snack, equal to 1/3 of their daily food needs. A child in school for more than seven hours should have two meals and one snack or two snacks and one meal, equal to 1/2 of their daily food needs. The daily food needs are as listed in 40 TAC Chapter 746, Subchapter Q.

[§746.3311(c); §746.3319(a)(1)]

1. Children should be encouraged, but not forced, to eat.
	1. Meals should be conducted in a relaxed atmosphere.
	2. Good eating habits should be recognized and affirmed.
2. Any school preparing and serving meals to the students must fully comply with all state and local health requirements and post required certification.

**PROGRAMS**

1. The Montessori schools licensed by A.M.I.T.O.T. must provide an outline, pamphlet, brochure or set of leaflets explaining the daily programs offered by the school. The programs must be in accordance with the philosophy and educational methods taught by Dr. Maria Montessori.

[nap included as in §746.2607(9)]

1. Students may be accepted at A.M.I.T.O.T.-licensed schools for educational purposes only. Students under the age of 4 years may be accepted for a maximum period of four hours except for extended day programs where naps and meals are offered. Supervised naptime will be available for children under the age of 5 years who attend an extended day program.
2. Upon joint consent of parent and teacher, agreeing that the child does not ordinarily take a nap and that the child can benefit educationally from a full school program, a student, age 4 years or older, may be accepted for the entire school day on a trial basis. If this trial period is successful in the judgments of school and parents, the child may be considered as a regular student for the full day program.

[§746.1203(4)]

1. Children must be supervised at all times, adjusting appropriately for different ages and abilities.

[§746.2607(4); §746.2707(5)]

1. An A.M.I.T.O.T. school will follow the Montessori Curriculum, which includes large muscle development activities; for example: yoga or other stretching work or gymnastics, dance, or sports.

[§746.3001]

1. The children's safety must be ensured, while at school and while away from school on field trips. A staff member must always be designated to supervise children on field trips. The following requirements apply to all field trips:
	1. Signed permission from the parent is required, including permission to transport the child, if applicable;
	2. One or more staff members must carry emergency medical consent forms and emergency contact information for each child on the field trip;
	3. Staff members must have a written list of all children on the field trip and must check the list frequently to account for the presence of all children;
	4. Staff members must have a first-aid kit immediately available on field trips;
	5. Each child must wear a shirt, nametag, or other identification listing the name of the school and the school’s telephone number (NOT the name of the child);
	6. Each adult transporting children, must have a communication device such as a cellular phone available in case of emergency; and
	7. A staff member with training in CPR and first aid must be present on the field trip.
	8.

[§746.1203(8)]

1. The Montessori guide needs to maintain an orderly environment at all times and must achieve this with a blend of cheerfulness, kindness, firmness, love and respect.

[§746.2805 & (1)-(8)]

1. There must be no harsh, cruel, or unusual treatment:
	1. Corporal punishment or threats of corporal punishment are prohibited.
	2. Children must not be shaken, bitten, hit, or have anything put in or on their mouth as punishment.
	3. Children must not be humiliated, yelled at, or rejected. Humiliation by singling a child out in the group and shaming him or her is not permitted.
	4. Children must not be subjected to abusive or profane language.
	5. When speaking to children, sarcasm, cynicism, and pessimism are to be avoided.
	6. Punishment must not be associated with food or naps.
	7. Staff must not punish children by placing them alone in a locked room or in a dark room with the door closed.

[§746.1203(9)]

1. The goal is to help the child develop inner discipline. Staff is to demonstrate deep respect for the children, the children's effort, and the children's work. Staff provides support for the child to develop inner discipline, which springs from deep concentration on work chosen independently, and on genuine respect for self, others, and the environment.

[§746.2801(3)]

1. Staff needs to make work available which will be appropriate to the child's developmental level and stimulate the child's continued development in a variety of areas: cognitive, physical, social, creative, and cultural.

[§746.2801(2)]

1. Direction and guidance should be clear and on the child's level of understanding.

[§746.2803 & (1)-(3)]

1. Encouragement, confidence, and genuine affection are to be shown to children when they misbehave, along with firm setting of limits and redirection of their energies.

**APPENDIX: List of Montessori Materials**

**A. Toddler Environment**

* Lock and Key

Purpose: Aids in the refinement of eye-hand coordination, aids in the development of the movement of the hand, aids in the development of independence

* Nuts and bolts

Purpose: Help strengthen and refine the skill of the hand, aid in the refinement of wrist motions, aid in the refinement of eye-hand coordination

* Basket with containers

Purpose: Aid in the refinement of eye-hand coordination, aid in the refinement of eyes and two hands working together, aid in the development of independence

* Peg Box

Purpose: Aids in the refinement of eye-hand coordination

* Cubes with vertical dowel

Purpose: Aids in the refinement of eye-hand coordination

* Disk on horizontal dowel

Purpose: Aids in the development of eye-hand coordination, aids in the development of wrist movement, aids in the development of crossing the middle line

* Tree pegs with small rings

Purpose: Aids in the development of eye-hand coordination, aids in the development of matching colors

* Bead stringing

Purpose: Aids in the development of eye-hand coordination, aids in the development of the movement of the hands

* Mailbox

Purpose: Aids in the development of eye-hand coordination

* Slotted box with chips

Purpose: Aids in the development of grasping with four fingers in opposition to the thumb, aids in the development of eye-hand coordination

* Sorting

Purpose: Aids in the concept of classification, aids in the refinement of movement, aids in the development of the tactile sense

* Puzzles

Purpose: Aids in the development of eye-hand coordination, aids in the development of the pincer grasp

* Wooden box with sliding lid

Purpose: Aids in eye-hand coordination

* Box with bins

Purpose: Aids in the development of the movement of the wrist, aids in the development of the hand in opening and closing, aids in the development of the pincer grasp

* Latches

Purpose: Aids in the development of the movement of the hand, aids in the development of eye-hand coordination, aids in the growth of independence

* Sewing

Purpose: Aids in the development of eye-hand coordination, aids in the development of movement to precision and exactness

* Gluing

Purpose: Aids in the refinement of the control of the movement of the hand and fingers, aids in the development of eye-hand coordination, aids in the development of the sense of order

* Use of scissors

Purpose: Aid in the development of precise hand movement, aids in the development

of independence

* Wagons for pushing and pulling

Purpose: Aids in the development of coordinating gross movement, aids in the development of self-confidence, self-esteem, and self-reliance

* Outdoor stairs

Purpose: Aids in the refinement of coordinated movement, refines self-confidence, self-esteem, and self-reliance, aids in independence

* Slide

Purpose: Aids in the refinement of coordinated movement, refines self-confidence, self-esteem, and self-reliance, aids in independence

* Climbing apparatus

Purpose: Aids in the development of the ability to climb

* Ball and ramp

Purpose: Aids in the refinement of body movement, aids in eye-hand coordination

* Nomenclature objects

Purpose: Aids in the development of language

* Objects with matching cards

Purpose: Aids in the development of language

* Books

Purpose: Aids in the enrichment of language

* Scribbling

Purpose: Aids in the development of self-expression

* Painting

Purpose: Aids in the development of self-expression

* Hand washing

Purpose: Aids in independence

* Wiping the nose

Purpose: Aids in independence

* Cleaning shoes

Purpose: Aids in independence

* Dressing frames

Purpose: Aids in independence

* Wiping a table

Purpose: Aids in independence and learning to care for the environment

* Washing a table

Purpose: Aids in independence and learning to care for the environment

* Dusting

Purpose: Aids in independence and learning to care the environment

* Sweeping

Purpose: Aids in independence and learning to care for the environment

* Mopping

Purpose: Aids in independence and learning to care for the environment

* Cleaning glass

Purpose: Aids in independence and learning to care for the environment

* Polishing a mirror

Purpose: Aids in independence and learning to care for the environment

* Polishing wood

Purpose: Aids in independence and learning to care for the environment

* Dusting plants

Purpose: Aids in independence and learning to care for the environment

* Washing plants

Purpose: Aids in independence and learning to care for the environment

* Watering plants

Purpose: Aids in independence and learning to care for the environment

* Flower arranging

Purpose: Aids in independence and learning to care for the environment

* Washing cloths

Purpose: Aids in independence

* Hanging up cloths

Purpose: Aids in independence

* Preparing food

Purpose: Aids in independence

* Setting a table

Purpose: Aids in independence

* Serving food

Purpose: Aids in independence

* Washing and drying dishes

Purpose: Aids in independence

### B. Preschool (including Kindergarten +) Primary 3-6 +

#### Practical Life Exercises

* bead stringing
* carrying exercises
* pouring dry materials
* pouring water
* washing table
* polishing
* mopping
* sweeping
* dusting
* food preparation
* folding clothes
* hand washing
* opening and closing containers
* plant care materials
* care of outdoor environment
* personal grooming
* cutting paper
* art exercises
* social grace and manners
* control of movement around others
* walking on the line
* arranging flowers

#### Sensorial Materials

* the knobbed cylinders
* the pink tower
* the broad stair
* the long stair
* the color tablets, box 1-
* the color tablets, box 2-
* the color tablets, box 3-
* the knobless cylinders
* the geometric cabinet
* geometric shapes and cards
* sorting exercises
* fabric box
* rough and smooth tablets
* the constructive triangles
* rectangular box
* blue rectangular box
* triangular box
* large hexagonal box
* small hexagonal box
* the geometric solids
* mystery bag
* sound cylinders
* smelling bottles
* tasting bottles
* rough and smooth boards
* baric tablets
* binomial cube
* trinomial cube

#### Geography

* sandpaper globe
* land and water surfaces
* second world globe
* land and water forms
* world map puzzle
* 7 maps – 1of each continent and it’s countries
* classified envelopes for world maps
* classified envelopes for continental and country maps

#### Language Materials

* speech development games
* sandpaper letters
* sandpaper phonograms
* chalk board and chalk
* metal insets
* lined paper and unlined paper
* object boxes
* movable alphabets
* phonogram cards
* phonogram folders
* simple nomenclature materials
* phonetic books
* puzzle word cards
* the function of words materials

#### Math Materials

* sandpaper numerals
* number rods
* spindle boxes
* numeral cards and counters
* introduction to decimal work with golden beads large number cards
* small number cards
* the Seguin boards, 11-19
* the Seguin boards, 10-90
* complete set of golden beads
* the hundred board
* colored bead bars
* the positive snake game
* addition strip board
* subtraction strip board
* negative snake game
* multiplication bead board
* unit division board
* memorization charts
* stamp game
* short and long bead chains with arrows
* dot game

#### Music

* the bells and accessories
* rhythm equipment

#### History

* the clock
* the calendar

#### Physical Science Materials

* Materials will be provided which show basic scientific principles to the children.
* Examples
* magnetic and non-magnetic
* sinking and floating
* light and shadow
* water level magnetism
* lenses and magnification

#### Biology

* the leaf cabinet –
* the botany cards

**Zoology**

**Examples**

* living and non-living
* vertebrates and in vertebrates
* Classification of mammals, reptiles, birds and amphibians
* Parts of a fish, bird, horse, grasshopper
* Life cycle of a human
* Life cycle of a butterfly
* Life cycle of a bird

**C. Junior Elementary Level (Ages 6 through 9)**

The majority of the following materials are also included in the 3-6 Primary Program

#### Language Materials

* sandpaper letters
* movable alphabets (2)
* phonogram materials
* chalkboards and papers
* simple nomenclature cards and labels (at least 10 sets of different subjects)
* child-oriented dictionaries (5)
* materials for sentence analysis
* the detective game
* picture cards for short vowel sounds
* picture cards for long vowel sounds
* object boxes for parts of speech study
* grammar boxes for grammar analysis
* at least 30 different books on various subjects (fiction and nonfiction)
* exercises for logical agreement (2)
* exercises for correct usage of expressions (2)

#### Math Materials

* addition strip board
* the hundred board
* all memorization charts
* snake games, positive and negative
* unit division bead board
* boxes of colored bead bars (2); 550 bars per set (1-10) long division bead game
* peg board and pegs in 3 colors
* the big bank game
* the dot game
* the checker board
* the yellow board for decimals
* trays for bead material (3)
* complete set of golden beads with number cards
* Seguin boards (2)
* the Pythagorean board
* multiplication bead board
* boxes of colored bead bars (3); 90 bars per set (1-9)
* short bead frame
* long bead frame
* golden bead frame
* the bead rack with chains, squares, and cubes
* arrow markers for chains
* the stamp game
* fractions circles

#### Geometry

* the geometry cabinet
* the first and second series of constructive triangles
* the box of sticks
* the study of areas with yellow materials
* protractor for measuring angles
* cabinet of equivalences
* classified nomenclatures (handmade materials)
* the Montessori protractor

#### Cultural Subjects

* the geography cabinet
* the study of flags
* globes and land forms
* the clock materials: time study
* the clock of eras
* the time line of the development of life from pre-Cambrian to the appearance of man
* the fundamental needs of man

chart of the spiritual and material needs

picture cards and definition/stories of the development of at least 4 fundamental needs from pre-history to the present

* a time line from 10,000 B.C. to the present
* zoology nomenclature (5 sets)
* booklets for classification of vertebrates
* the botany cabinet of leaf shapes
* classified nomenclatures of botany

The Montessori schools must equip their junior classrooms with materials that show that the areas of study described are in the process of being developed as integral parts of the school curriculum. It is realized that a reasonable amount of time is required to complete the cultural subjects’ material in each elementary classroom.

### D. Advanced Elementary Level (Ages 9 to 13)

#### Language Study Materials

* exercises of logical agreement related to the parts of speech
* all the grammar boxes and exercises for the study of grammar analysis
* at least 5 adult dictionaries for the study of etymology, spelling, creative writing summary
* one reading series for the development of reading skills and comprehension, grades 4-8
* all the materials for sentence analysis
* the study of verb tenses and moods (handmade)
* the study of contractions (handmade)
* grammar analysis symbols
* one set of encyclopedias
* at least 30 books, grades 4 - 8, fiction and non-fiction

#### Mathematics Materials

* complete set of golden bead material
* bead chains (long and short), bead squares and cubes for study of powers
* the checkerboard (decimals).
* the checkerboard (multiplication)
* at least 1 short bead frame
* at least 2 long bead frames
* boxes of colored bead bars (3): 550 bars per set (1-10)
* peg boards and pegs (2); multiples, divisors, prime numbers and square root
* the binomial cube
* the trinomial cube
* the yellow board (decimals)
* the fraction material
* one golden bead frame
* long division games (2)
* boxes of colored bead bars (3); 90 bars per set (1-9)
* the cube cabinet (cube root)

#### Geometry

* study of perimeters with the box of sticks
* the second series of constructive triangles
* classified nomenclatures of geometry
* box with 1000 small cubes (1) for the study of volume
* hollow materials for the study of volume
* the Montessori protractor
* the traditional protractor
* the yellow material of the areas
* the equivalence cabinet
* the yellow material of the solids
* compass (1)

#### Cultural Subjects

* the geography cabinet
* at least 3 pin-marker maps
* the clock of the eras
* the time line of life
* prehistoric time line of man
* time line of civilizations
* history of one's country
* ecological systems
* Classified nomenclatures of geography
* socio-economic geography
* full size globe (1)
* world atlas (1)
* flags and flag stories
* botany cabinet
* botany classified nomenclature
* chart of the plant kingdom
* chart of the animal kingdom
* chart of the fundamental needs of man (spiritual and material)
* Charts to describe the source of three other basic material needs of man (3)
* the study of at least 5 fundamental needs of man from 10,000 to the present
* a time line ribbon for this study
* pictures and stories to match
* geography charts (28) on the formation of the earth and insulation
* stories to read and match with these charts
* geography charts (30) on geophysical studies with stores to read and match
* the five vertebrate classifications in the form of five classified nomenclatures botany charts (18) for the study of plant physiology, with stories to read and match
* material of the circles; the tree of life
* the Chinese box material (study of internal parts)