



KEY STONE
INSTITUTE *of*
TEACHER EDUCATION

Prospectus

Last Updated on - 7th December 2023

Program

Montessori Primary Diploma Course

Course Type

Blended (Online Lectures + On-campus Practice Sessions)

Location(s) for On-campus Sessions

Bengaluru

#33, Shantivana, 1st Cross Road, Sanjeevini Nagar, Bengaluru - 92, KA, India

www.ksite.in

Phone & WhatsApp: 8150960600

Email: hello@ksite.in



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About the Course

Introduction

The KSITE Montessori Primary Diploma Course is a comprehensive full-time course created to help students thoroughly understand the theory and practice of the Montessori approach to education. This course spans approximately 7 months, aiming to prepare students for working with children aged 3 to 6 years. Dr. Maria Montessori developed her core philosophy focusing on this age group, and the course covers the essential ideas of her teaching methods.

The KSITE diploma, allows individuals to work with children (aged 3 to 6 years) in the Montessori Preschool environments. Holding the KSITE Primary diploma is highly valuable. This credential serves as a significant advantage for individuals aspiring to establish their own schools and work as Montessori Teachers.

Key Highlights

- Blended Learning with recorded classes and practice sessions
- Designed for Working Professionals, Parents & Students
- Hands on Practice Sessions for over 300+ activities
- Flexibility to complete, watch at your own pace
- Learn from Professionals
- Doubt Resolution, 1:1 Guidance during Practical Sessions
- 24 X 7 Access to Lectures
- Learn from anywhere

Course Overview

The Primary Course offers a comprehensive study of Montessori theory and practise in the three to six age group. You will:

- Understand Montessori Principles and Philosophy
- Understand the importance of Early Years
- Learn Montessori's Psychology on Child Development and Growth
- Gain in depth understanding of the 5 core areas in Montessori: Exercise of Practical Life, Sensorial Refinement, Language, Math and Culture.
- Over 300+ Practical Demonstration Lectures on how to use Montessori Materials and Activities in the 5 core areas of Montessori
- Hands-on guided Practice Sessions to develop proficiency in use of the materials
- Understand why, what, when and how children learn
- Understand the concept of a Prepared Environment
- Learn how to plan and prepare a Montessori Prepared Environment



- Material making to use with children
- Understand the role and responsibilities of an educator (Montessori Teacher)
- Exercise to learn the importance of Observation
- Develop observation, reflection, planning and implementation skills.
- Learn the techniques of record keeping and classroom management

Who is this Course for?

- Students and Educators
 - Start your career as a Montessori Teacher/Educator
 - Grow your knowledge of Early Childhood Care and Education
 - Who want to grow their career as teachers.
- Edupreneuers
 - Who want to open a quality preschool or chain of preschools
 - Understand various aspects of Montessori pedagogy and learn about Early Childhood Education
- Preschools Owners
 - Who want to adopt the Montessori Method
 - Implement Montessori Curriculum for improved learning
 - Who want to train their teachers and staff on Early Childhood Education, Classroom Management & Curriculum Planning
- Parents & Homeschoolers
 - Who want to Improve their child's learning
 - who want to understand the Montessori curriculum.
 - Raise a child who is confident, independent and a lifelong learner
 - Provide the best educational environment and activities for your child

Register if you want to...

- Become a Montessori or a Preschool teacher?
- Open your own Montessori School or a Preschool
- Provide the best education and care for your child?
- Raise a child who is curious, independent and a lifelong student?
- Improve a child's learning, in a preschool or at home?

Language of Instruction

Proficiency in English is critical to succeed in KSITE Courses, as instruction will not occur in any other language than English.



For International Applicants who are Non-Native Speakers of English

One of the following is required if English is not a first language:

- Test of English as Foreign Language (TOEFL) with an Internet-Based total of 80, or a Computer-Based total of 213, or a Paper-Based total of 550.
- International English Language Testing System (IELTS) with a minimum score of 6.4.
- Transcript from an institution of higher learning wherein Coursework is delivered exclusively in English and reflects a minimum grade point average of 2.75.

If an applicant has other evidence of their English speaking skills, they may request a waiver of the TOEFL requirement in writing. If a waiver is granted, the student will not be granted any accommodations for English as a second language. English Language services are not provided.

Course Structure

Course Date & Duration

Course Start Date

Registrations are open for the course.

The course will begin from **9th April 2024**.

Course Duration

The duration of the course is 6 to 7 months depending on each individual.

Course Timings

Online Lectures: Most of the course is online. The online lectures are available 24 by 7 till the validity of the course. This is a huge advantage for candidates who are working professionals, parents or have a part-time job or enrolled in a college or another program. Candidates can watch the lectures any time as per their daily schedule.

Practice Sessions: The timings of the Practice Sessions will be announced at least 30 days prior to the Course Start Date. This will provide you enough time to plan your travel and schedule for the Practice Sessions.

Course Type

This is a Blended Course.

- **Online:** Introduction, theory, practical demonstration of Montessori materials and various techniques will be done online.



- **Offline (On-campus Practice Sessions):** In offline Practice Sessions students get to practise and work with the Montessori Materials, clear doubts and engage in discussions.

Course Venue

The offline part of the course i.e., the Practice Sessions will be conducted on-campus at the following location:

1. **KSITE Bengaluru:** #33, Shantivana, 1st Cross Road, Sanjeevini Nagar, Bengaluru - 560092. Karnataka. India.
Ph: 8150960600, Email: hello@ksite.in

Course Curriculum Overview

1. Understanding Montessori & Its Principles
2. Exercises of Practical Life
 - a. Theory
 - b. Areas in Exercises of Practical Life
 - c. Practical Demonstrations of Materials & Activities
3. Sensorial Refinement
 - a. Theory
 - b. Areas in Sensorial Refinement
 - c. Practical Demonstrations of Materials & Activities
4. Language
 - a. Theory
 - b. Oral Enrichment of Vocabulary
 - c. Writing
 - d. Reding
5. Mathematics
 - a. Theory
 - b. Group 1 - Numbers
 - c. Group 2 - Decimal System
 - d. Group 3 - Linear Counting
 - e. Group 4 - Memorising Basic Combinations
 - f. Group 5 - Passage to Abstraction
6. Culture
 - a. Theory
 - b. The World of Man, Plants, Music and Science
7. Observation & Record Keeping
8. Curriculum Planning



Academic Requirements to Complete the Course

In order to receive the KSITE Montessori Primary Diploma at the end of the Course, the following requirements must be met:

- Completion of all the online video lectures and practical demonstrations.
- Compilation and submission of acceptable and original Reference Albums in all areas.
- 7 hours of Observation
- 120 hours of Practice Sessions
- Submission of acceptable Material Making assignments
- Passing marks of 50% or higher on Objective and Practical` examinations

Requirement Name	Requirement
Online Lectures	Completion of all the online lecture i.e., theory and practical demonstrations
Reference Album	Compilation and submission of an accepted Reference Album for the following areas: <ol style="list-style-type: none">1. Theory2. Exercises of Practical Life3. Sensorial Refinement4. Language5. Maths6. Culture
Material Making	Submission of accepted Material Making Assignments. Material making shall form part of the Reference Album.
Practice Sessions	120 hours of Guided Practice and Independent Practice
Observation	7 hours of Observation
Objective Examination	Passing marks of 50% or higher on the Objective Examinations.
Practical Examination	Passing marks of 50% or higher on each area of the Practical Examinations.

Online Lectures

The online lectures provide comprehensive understanding of the topics related to the course and Practical Demonstrations of Montessori Activities & Materials.



Reference Albums

The Reference Album contains written summaries and information for each topic covered in the Course. These summaries must be written by students. Creating the albums contributes to the student's knowledge of areas, growth, and deep understanding. The completed Reference Album will prove to be an useful resource as during:

- interviews
- admissions
- parent meetings
- orientation sessions for parents and various stakeholders
- refresh and deepen understanding on various topics, and
- as a study resource for Written and Practical Examinations at the end of the Course.

Material Making

Material making offers students the opportunity to apply Montessori principles to the creation of Montessori materials that are identical to real materials. Students will appreciate the precision, care and use of Montessori materials through this assignment.

Practice Sessions

- The course requires 120 Hours of attendance in the Practice Sessions. This requirement must be met to be eligible to sit for examinations.
- During Practice Sessions students practise with the Montessori materials.
- During Practice Sessions, students work alone or with other students to refine their technique and deepen understanding of the materials.

Observation

During Observation, students learn about themselves, the children, and how to prepare observation-based lesson plans. Throughout Observation, students are to remain reflective of their own learning experience.

Examinations

Throughout the Course, students participate in activities to orient them to the exam experience. The Reference Albums and the other assignments must be accepted for the student to be eligible to sit for the exams. Examinations are divided as follows

1. Objective Based Examination
 - a. Paper A
 - b. Paper B
2. Practical Examination



Objective Based Examination

Paper A: Questions on Montessori theory topics. Students will use their Theory part of their Reference Album to study for Paper A.

Paper B: Questions focused on materials and activities in the Primary classroom and their purposes. Students will use the 4 areas in their Reference Albums to prepare for Paper B.

- Paper A and Paper B are Multiple Choice Questions.
- Each question has 4 options with only one correct answer.
- Each question offers 1 mark for the correct answer.

Practical Examination

- Students take the Practical Examination individually, presenting one material from each of the four areas of the i.e., Practical Life, Sensorial, Language and Mathematics, while being observed by an Examiner. Examiner questions each student in one area.
- A minimum of 50% is required to pass.

Exam Schedule

Exams are conducted every 3 months. The dates for the exams are announced beforehand.

Validity of Course

The maximum time allowed for completion or the validity of the Course is 18 months from the date of registration to the Course.

Housing for Out-of-State & Foreign Students

KSITE does not provide accommodation for students. Many students find rentals available within walking or biking distance of KSITE. Kindly refer this link for housing and accommodation resources: <https://ksite.in/accommodation-resources>

Admission Requirements

Educational Requirement

The educational requirement for entry to all KSITE Courses is a Bachelor's degree. Exceptions can be considered on an individual basis. Applicants must be 18 years of age or older.



Other Traits

Successful candidates demonstrate the following:

- Clear oral and written communication
- Organisation, time management, and attention to detail
- Ability to collaborate within a community
- Commitment to learn
- Curious and open to learn alternative education
- Confidently operate personal computers, Google Shared Drives, Google Calendar, and Zoom
- Desire to support human development in positive and life-affirming directions.

Admission Process

Register for the course on:

1. our website www.ksite.in or
2. The Course Page: [Click Here](#) for Course Page or
3. Direct Registration Link: [Register here](#)

Tuition & Fees

The course fee for registration is specified in the course landing page on KSITE Website. Click on the link: <https://www.ksite.in/montessori-primary-diploma-course/>

Cancellations and Refunds

If participation in the Course is terminated for any reason after registration, the student is financially obligated to KSITE according to the following formulas or maximum charges:

- A completed registration for this purpose means:
 - The student has registered by submitting the application AND
 - Paid entire fee.
- In the case of termination after registration and before completion of 30 days from the date of payment of fee (part or full): the student shall be issued a 100% refund minus processing fee (platform fee and payment gateway charges) of 20% incurred by KSITE.
- In the case of termination after completion of 30 days from the date of completed registration: the student shall not be entitled to any refund.
- Notwithstanding anything mentioned earlier, for the purpose of counting the period of 30 days, the following holidays must be included: All Business Working Days, National Holidays, Saturdays and Sundays, any Strike, Bandh etc.



Referrals & Discounts

Discounts

Discounts are provided in the following cases:

- If you have attended the KSITE Montessori Primary Orientation Course then you will get a discount equal to 50% of the amount already paid for the Assistant Course when you register for the Montessori Primary Diploma Course. For example, if you had paid ₹ 15,000 for the KSITE Montessori Primary Orientation Course, then you will receive ₹ 7,500 ($₹ 15,000 * 50\%$) as a discount when registering for the KSITE Montessori Primary Diploma Course.
- For Discount Program Terms and Conditions click on the following link: [Discount Program Terms & Conditions](#)

Referral Program

All members or past students or present students of KSITE shall be eligible to receive an incentive for referring friends/family and prospective Students at KSITE. Students would earn between ₹ 3000 (INR) to ₹ 6000 (INR) for every referral made (check the links below for the current Referral Reward). To join the Referral Program:

- Follow the instructions on this page and register for the Referral Program: [Instructions and Registration for Referral Program](#)
- For Referral Program Terms and Conditions click on the following link: [Referral Program Terms & Conditions](#)

About KSITE

Key Stone Institute of Teacher Education is a brand under the Trust “Key Stone Educational Trust” registered under the Trusts Act.

KSITE provides teacher training and parenting courses at the Infancy (ages 0 - 3), Primary (ages 3 - 6), and Elementary (ages 6 -12) levels, and also provides training services to schools, professional development training to school owners, management and teachers.

This handbook provides the established policies and protocols maintained by Key Stone Institute of Teacher Education. Please review this handbook thoroughly to familiarise yourself with its content and save it for future reference.



Mission Statement

To provide relevant, quality and foundational education to individuals, parents and schools through flexible and effective skill development courses for the benefit of children throughout the world.

Staff and Faculty

KSITE Bengaluru

Manas Agarwal

Manas Agarwal holds a Montessori Diploma for the 3 to 6 level. He is the Co-founder of two Montessori preschools and has been a consultant in opening multiple preschools and schools in India. Manas Agarwal has been in the education field for the last 10 years beginning his journey as a Guest Lecturer for Commerce & Management subjects for Undergraduate courses. He is passionate about Early Childhood Education.

Hemalatha Srinivasan

Hemalatha Srinivasan has nearly 5 decades of experience in the Montessori world. She has worked in Montessori schools across India, USA, Europe and Thailand. She was trained in the Montessori methodology by the successors of Maria Montessori when they camped in Bangalore in 1970's. She brings a lifetime of experience that has kept us true to Maria Montessori's vision

Savita Jadar

Savita holds a Montessori Diploma for the 3 to 6 level. She was inspired to do the diploma after her twins joined a Montessori school. She also holds a B.com and has always been a quick student, calm and composed, and can think on her feet.

Rakesh Sheshadri

Rakesh Sheshadri is the Co-founder of Olivia Montessori, Bengaluru. He has completed his 3 to 6 Montessori Primary Program from Mumbai. Rakesh Sheshadri has more than 30 years of work experience in multiple industries and multiple functions that included sales, training, and content development. He endeavours to fill the gaps in the education system and strongly believes early years are a key to this. He is passionate about Early Education, books and bikes.



Contact Information

KSITE Bengaluru

#33, Shantivana, 1st Cross Road, Sanjeevini Nagar, Bengaluru - 92

Google Maps Location: [Click here for Google Maps Direction](#)

Hours of Operation

KSITE Bengaluru

Admissions & other Administrative Work:

- Students can visit KSITE for admission, take a tour of the KSITE facility or for other administrative purposes.
- For students who cannot visit, admissions and most of the administrative work can be completed by emailing hello@ksite.in or calling on 8150960600.

Student Facilities

Washroom

There is unisex washroom which can be used by students. As a community, students should maintain the cleanliness of the washroom.

Practice Classrooms

- The practice classrooms are designed to support a professional working atmosphere.
- The Practice Classrooms are well equipped with Montessori Materials and Activities needed for the course.

Disclaimers

- Admission does not guarantee successful completion of the Course.
- The date on which the course is scheduled to begin can undergo changes. Prior intimation will be provided by KSITE.

Conduct Requirements

These standards of behaviour apply to students when onsite, engaging in online activities including social media, observing and during practice sessions, and at KSITE



events. Failure to follow conduct requirements and/or knowingly withholding information regarding a violation will result in the Student Discipline Process.

Expected Behaviours

- Behave ethically and follow the highest standards of honesty and integrity. This includes but is not limited to:
 - Discuss confidential information with authorised persons only.
 - Respect the privacy of others.
 - Seek to resolve conflict in a fair and responsible manner. Respect that everyone is on their own journey and address issues with compassionate accountability.
 - Submit work that represents one's own efforts and originality.
 - Maintain an open, reflective practice of recognizing and increasing awareness of inherent biases and microaggressions in ourselves.
- Demonstrate respect for self, others, and the environment; be kind and courteous. Collectively, we create a welcoming environment.
- Maintain professional conduct.
- Give more than you take to this group. Self-promotion, spam and irrelevant links are not allowed.

Prohibited Behaviours

- Plagiarism, cheating, or committing academic dishonesty, including:
 - Submission of any unoriginal work.
 - Failing to cite a source.
 - Soliciting someone to complete your assignments.
 - Allowing another student to submit your work as their own.
 - Cheating during examinations.
- Dishonesty, including:
 - Provision of false information.
 - Alteration or misuse of documents, impersonation, misrepresentation, or fraud.
 - Not knowingly falsifying or misrepresenting records or facts about KSITE, other students, children, colleagues or self, and working to actively avoid or suppress gossip and other harmful behaviours.
- Undisclosed recording, audio or video, on KSITE premises. Written permission must be obtained prior to any recording.
- No Promotions or Spam.
- Physical or verbal abuse, intimidation, persecution, or sexual harassment of another person or group of persons is strictly prohibited. Sexual harassment includes unwelcome physical touching or sexually offensive language, which interferes with an individual's performance.
- Deliberate or careless endangerment; tampering with safety alarms or equipment; violation of specific safety regulations; failure to render reasonable cooperation in



any emergency; possession or use of firearms, weapons or highly flammable material on site.

- Obstruction or forcible disruption of regular KSITE activities; refusal to identify oneself when requested or to obey any other lawful instructions from the Director or other KSITE officials to discontinue or modify any action which is judged disruptive.
- Obscene, indecent, or grossly inconsiderate behaviour.
- Theft, abuse, or unauthorised use of KSITE property, including unauthorised entrance into KSITE facilities, possession of stolen property and littering.
- Illegal use, sale, or possession of stimulants, intoxicants, or narcotics.
- Use or possession of open containers of alcoholic beverages on campus.
- Gambling on campus or at organised student events.
- Failure to comply with the lawful directions of any KSITE official, or staff member who is acting in performance of duties or is explicitly assuming responsibility on behalf of KSITE in the absence of a particular official.
- Deliberate incitement of others to commit any of the prohibited acts by providing assistance or encouragement to others engaged in them, or by failure to separate oneself clearly from a group in which others are engaged when there is sufficient time and opportunity.
- Each student is responsible for the conduct of guests or visitors.

FAQs

What is the KSITE Primary (3-6) Diploma Course?

The Primary Course offers a comprehensive study of Montessori theory and practice in the three to six age group.

What deliverables will I walk away with?

This Course is all about taking action. With this Course, you'll....

- Be able to build a successful career as an Educator
- Open and manage a Preschool
- Learn the key concepts of Montessori Early Childhood Education and Care
- Plan and implement a curriculum
- Understand how children work, learn and grow in the 3 to 6 age group
- Design a learning environment that fosters imaginative exploration, functional independence, task persistence, self-regulation, social development and clear communication skills in children that leads to confident, creative and lifelong learners.



What are the components of the KSITE Primary Diploma Course?

All KSITE training Courses are designed to help adult students prepare themselves intellectually, technically, and spiritually. The Primary Course will include:

- Understand Montessori Principles and Philosophy
- Understand the importance of Early Years
- Learn Montessori's Psychology on Child Development and Growth
- Gain in depth understanding of the 5 core areas in Montessori: Exercise of Practical Life, Sensorial Refinement, Language, Math and Culture.
- Over 300+ Practical Demonstration Lectures on how to use Montessori Materials in the 5 core areas and other techniques of showing an activity to a child.
- Hands-on guided Practice Sessions to develop proficiency in use of the materials
- Understand why, what, when and how children learn
- Understand the concept of a Prepared Environment
- Learn how to plan and prepare a Montessori Prepared Environment
- Material making to use with children
- Understand the role and responsibilities of an educator (Montessori Teacher)
- Exercise to learn the importance of Observation
- Develop observation, reflection, planning and implementation skills.
- Learn the techniques of record keeping and classroom management
- Foster imaginative exploration, functional independence, task persistence, self-regulation, social development and clear communication skills in children that leads to confident, creative and lifelong learners.

What components of the Course will be covered online and offline?

Introduction, theory, practical demonstration of Montessori materials and various techniques will be done online.

In offline Practice Sessions students get to practise and work with the demonstrated materials, clear doubts and engage in discussions.

What is the validity of the course?

You have to complete the course within 18 months from the date of registration. You will have access to the content for 18 months from the date of registration.

I am curious to learn, but I'm not sure if it is the right career path for me. Should I apply for this Course?

Yes! In this Course you will get...

- Introduced to the key principles of Montessori and the importance of Early Years
- Understand how children grow, develop and learn.



- You will learn over 300+ activities in the 5 core areas of learning
- You will learn how to design, plan and implement Montessori curriculum in your school, how to manage a classroom, perform observation and record keeping.
- You will get hands-on practice with the Montessori materials so that you are ready to join any school.

Will I be able to find the time to do the course?

Yes! This Course offered by KSITE is a blended Course. Most of the Course will be conducted online through step-by-step pre-recorded videos. Based on your daily schedule you can choose a convenient time to watch the lectures.

As for the 120 hours of Practice Sessions, there are multiple slots in a week that you can choose. On top of this, you get a total of 18 months to complete the lectures, pass the examination and get your certificate.

What kind of work will I be doing apart from online lectures?

We believe that real learning happens when you apply and practise what you have learnt. To ensure that you remember everything that is taught and to provide value for your money and time we have designed the course with an application and practical approach.

In addition to regular online classes, you will also be expected to work independently to complete a Reference Album, assignments, study the presentations and practise with the materials.

Assignments are designed to:

- Help you further explore a topic and develop foundational knowledge that is necessary to work with children and families
- Develop an understanding of the Montessori materials through hands-on practice and drawings
- Develop the technical skills necessary to become a primary guide (teacher)
- Develop the skills to communicate your understanding of the child and Montessori practice

How much should I practise with the materials?

As much as possible! Your individual practice is the time you spend working with the materials to hone your presentation skills and understanding of the Montessori materials and activities. The goal is to reach a good level of proficiency with the materials so that you can focus on the child when you are giving them a presentation in your classroom, school or home - and not on the materials. KSITE requires a minimum of 120 hours of practice.



I am a parent, can I join the Course?

Yes! This Course is perfect for parents:

- If you want your child to be an imaginative explorer, work independently, have self-regulation, socialisation skills and clear communication skills in children that leads to confidence, creativity and a curiosity to learn, then this course is for you.
- You will be able to design a learning environment for your child, provide meaningful activities that will help your child learn and grow.
- Above all you can always open your own school in the future or even join a preschool.
- After completing the course you can also start taking After School Sessions.

Will I receive a certificate of completion after finishing the course?

Yes, you will receive a certificate of completion that you can showcase in your resume or add to your LinkedIn profile. It's a tangible reminder of your hard work and dedication.

Can I take this course even if I'm not very good at English?

Fluency is a plus for this course. However, the lectures and presentations are fairly understandable and simplified. Moreover, you can re-watch the lectures any number of times to understand them. You also get access to the faculty if you want to clear your doubts and ask questions related to course topics.

Will there be a live session? What if I have any doubts or questions?

Absolutely! There are on-campus Practice Sessions. You can practise, clear doubts or questions, engage in discussions with our faculty.

What is the minimum eligibility for this Course?

A bachelor's degree from an accredited school or university is required to apply for the KSITE Montessori Primary course.

Will this be a full time Montessori Course?

Yes, the KSITE Montessori Primary Course includes all components of the Primary (3-6) Course. Successful completion of the Primary Course will lead to the KSITE Certificate at the 3-6 level.