

**Vocational Higher Secondary
Education (VHSE)**

Second Year

**CRÈCHE AND PRE-SCHOOL
MANAGEMENT**

Reference Book - Teachers' Version



Government of Kerala
Department of Education

State Council of Educational Research and Training (SCERT),
KERALA
2016

Foreword

Dear Teachers

This reference book (**Teachers' Version**) is intended to serve as a transactional aid to facilitate classroom transaction and as a ready reference for teachers of Vocational Higher Secondary Schools. It offers some guidelines for the transaction of the course content and for undertaking the practical work listed in the course content. As the curriculum is activity based, process oriented and rooted in constructivism focusing on the realisation of learning outcomes, it demands higher level proficiency and dedication on the part of teachers for effective transaction.

In the context of the Right- based approach, quality education has to be ensured for all learners. The learner community of Vocational Higher Secondary Education in Kerala should be empowered by providing them with the best education that strengthens their competences to become innovative entrepreneurs who contribute to the knowledge society. The change of course names, modular approach adopted for the organisation of course content, work-based pedagogy and the outcome focused assessment approach paved the way for achieving the vision of Vocational Higher Secondary Education in Kerala. The revised curriculum helps to equip the learners with multiple skills matching technological advancements and to produce skilled workforce for meeting the demands of the emerging industries and service sectors with national and global orientation. The revised curriculum attempts to enhance knowledge, skills and attitudes by giving higher priority and space for the learners to make discussions in small groups, and activities requiring hands-on experience.

The SCERT appreciates the hard work and sincere co-operation of the contributors of this book that includes subject experts, industrialists and the teachers of Vocational Higher Secondary Schools. The development of the teachers' version of reference books has been a joint venture of the State Council of Educational Research and Training (SCERT) and the Directorate of Vocational Higher Secondary Education.

The SCERT welcomes constructive criticism and creative suggestions for the improvement of the book.

With regards,

Dr. J. Prasad
Director
SCERT, Kerala

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About the Course

Creche and Preschool Management (CPSM) is a unique course which offers certified training to VHS students in early childhood care, development support, assessment and preschool education. Lack of facilities to nurture children in a safe and healthy environment, is a main problem faced by employed parents. Developing various life skills, competencies and school readiness in their children is another major concern.

This course aims to develop VHS learners skillful to take care of the all-round development and educational needs of young children from the age of 6 months to 6 years.

The new syllabus gives ample exposure to improve the soft skills as well as the practical skills of VHS students who have opted this subject to give quality service in child care, development support, assessment and education of young children in a scientific way.

The entire syllabus is designed as four independent progressive modules. On successful completion of each module, the CPSM students get a certificate which helps them to get employment in the respective areas.

The first module mainly deals with the development support and assessment of children from birth to 6 years. The CPSM students may get employment in hospitals as developmental therapy assistants, or as assistants in various child care centers. Moreover, this module will be a background support for their teaching skills too.

The second module provides know-how of the basic methodology and practical experience in various preschool teaching methods like Kindergarten, Montessori etc. As the module familiarizes the international methods of preschool education, it gives a scope for the students to work in any kind of preschool environment in India or abroad.

The third module gives more exposure to the Montessori method as it is the most accepted child centric, activity oriented, life related and outcome based child education all over the world. In India, so far the Montessori method is mostly seen in metropolitan cities. Now it is seen to be rapidly spreading even in rural areas. We are facing a scarcity of well trained Montessori teachers in proportion to the number of schools functioning in Kerala. The use of Montessori apparatus and learning materials for educating differently abled students are proven to be very effective.

<i>JOB ROLES (CAREER PATH)</i>		
GOVT./SEMI GOVT SECTOR	PRIVATE SECTOR	SELF EMPLOYMENT
<ul style="list-style-type: none"> ➤ Preschool teacher ➤ Anganwadi teacher ➤ Ayah ➤ Asha worker ➤ Crèche care taker 	<ul style="list-style-type: none"> ➤ Preschool teacher ➤ Preschool teaching assistant ➤ Developmental therapy assistant ➤ Montessori Directress/Assistant Directress ➤ Preschool care taker ➤ Preschool Manager ➤ Assistants in special education schools ➤ Opportunities abroad 	<ul style="list-style-type: none"> ➤ Running a pre school ➤ Montessori school ➤ Crèche/ Day care centre ➤ Manufacturing and sale of infant foods

Major Skills

1. Ability to do early childhood Developmental Assessment using scientific tools.

- Measure the height, weight and head circumference of children below 6 years of age.
- Assess different developmental areas of children using NEST evaluation scale.
- Assess social development of children using Vineland Social Maturity scale
- Assess vocabulary using standard chart
- Identify certain symptoms of developmental delay
- Identify certain symptoms of behavioral problems in children
- Identify children with speech and articulation problems
- Identify certain symptoms of learning disability
- Identify certain symptoms of habit disorders.
- Identify certain symptoms of ADHD using standard tools
- Identify IDD, cerebral palsy, autism
- Identify growth retardation.
- Identify symptoms of deficiency diseases.
- Analyze the deficiency or sufficiency of diets of children

2. Ability to do development Support for children

- Design activities for enhancing development- physical, motor, social, emotional, aesthetic and moral
- Communicate with parents of children who are suspected of developmental delay.
- Give activities to children as per the Jamaican Portage guide to improve physical and motor development, concept formation, and memory, and language, aesthetic and moral development.
- Design and performing activities to strengthen life skills in children.
- Collect and perform a set of stories and rhymes for children.
- Plan schedules for feeding, bathing, clothing and napping children.
- Prepare infant formula as per the need
- Prepare weaning foods.
- Give awareness about communicable diseases and immunization schedule.
- Provide first aid for minor accidents
- Provide Home remedies for minor ailments

3. Ability to provide early childhood education

- Plan suitable activities
- Plan lessons
- Collect age-appropriate rhymes and stories for children
- Present stories and rhymes in an attractive way
- Design special classroom activities for children with different impairments and retardation.
- Making of puppets
- Script, prepare and present puppet shows.
- Assess the effectiveness of classroom activities
- Plan classroom activities to improve attention.
- Break bad habits, social skills and values

- Plan lessons in different systems of education like Kerala pre school curriculum, EYFS system

4. Ability to do impart Montessori method of teaching

- Setting up a Montessori environment
- Designing time table for a Montessori class.
- Age-wise collection and performing of rhymes and stories
- Practical presentation of preliminary, EPL, sensorial, mathematical, language, and EVS activities.
- Assessment of learning outcome of children.
- Keeping records for evaluation of activities of each child.

5. Ability to plan and implement new project in the field of childcare and education

- Budgeting
- Time planning
- Written and oral communication
- Planning of activities
- Planning of building
- Selection of site.
- Writing of good proposals
- Tax filing
- Job delegation

Learning outcomes of the course

After completing the course, the learner will be able to:

- Do development assessment and give necessary support in the classroom to mainstream the children who have delayed development.
- Give nutrition education to parents of preschool children and plan balanced food for preschool children, adolescent girls, lactating and expectant mothers.
- Identify and report children with behavioral problems, habit disorders, IDD, autism and other disorders.
- Handle classes in the Kerala preschool curriculum
- Handle classes in Montessori system of preschool education.
- Design lesson plan in EYFS system of preschool education.
- Establish their own preschools/Montessori schools
- Start their own innovative projects in the field of child care and education.

Course Structure

- This course will consist of 4 modules. They are:

Module No	Module Name	No of periods
MODULE 1	Early Childhood: Development Support and Assessment	340
MODULE 2	Preschool Education Methods	340
MODULE 3	Methodology of Montessori Teaching	340
MODULE 4	Organization and Management of Crèche/Pre schools/Montessori schools	340

Syllabus

Module 3

Methodology of Montessori teaching

Unit	Unit Name	Periods
1	<p><u>The foundations of Montessori Education</u></p> <ul style="list-style-type: none"> • Dr. Maria Montessori- her life and contribution. • Development of Montessori Method of Education <ul style="list-style-type: none"> • Aims of Montessori education • Principles of Montessori education. • Philosophy of Montessori education. • Other The three key components of Montessori education. • Difference between Montessori method, KG method and other traditional methods of pre-school education 	70
2	<p><u>Areas and methods of Montessori education</u></p> <ul style="list-style-type: none"> • Areas of learning in Montessori method-EPL, sensorial, language, mathematics, culture and other enrichment programmes. <ul style="list-style-type: none"> • Methods of Montessori education • The method of presentation of Montessori materials and activities • Things to remember when presenting the Montessori activities. <ul style="list-style-type: none"> • Presentation of activities in different areas • Stories and rhymes and ways of presentation • Role ,Preparation and qualities of a Montessori directress <ul style="list-style-type: none"> • Daily activities in a Montessori school. • Observation, study visits, long walks and nature observation <ul style="list-style-type: none"> • Nature in education 	120
3	<p><u>Unit: 3 Organization of Montessori Environment and it's designs</u></p> <ul style="list-style-type: none"> • Infrastructure facilities needed in a Montessori House of children • Specially prepared environment (classroom)- its nature and facilities • The six principles of Montessori prepared Environment • The didactic apparatus/ Materials in different sections <ul style="list-style-type: none"> • Maintaining the environment. • Montessori ground rules for children. 	100

4	<p><u>Unit: 4 Assessments and Evaluation in Montessori Education</u></p> <ul style="list-style-type: none"> • Methods of assessment and evaluation in Montessori method. <ul style="list-style-type: none"> • How to evaluate a Montessori child? • Eight characteristics of the authentic Montessori experience <ul style="list-style-type: none"> • Learning outcomes of Montessori activities • How Progress reports work in the Montessori classroom? <ul style="list-style-type: none"> • Records to be maintained as part of evaluation 	50

List of Practicals

1. Prepare an album cum scrap book about Maria Montessori, her life and contributions, Montessori Method, other Educational Methods etc
2. Conduct a seminar/ discussion with Slides/video clips etc. on Aims, Philosophy and Principles of Montessori Education
3. 'Face to face with an expert'- discussion on Key concepts of Montessori Education.
4. Simulate a classroom showing the relationship of the child, with favorable environment and the teacher
5. Prepare a leaflet showing the differences between Montessori Method and other traditional methods of preschool education.
6. Prepare a Material File.
7. Prepare charts to showing the essential apparatus required in a Montessori school.
8. Draw a plan about the arrangements of apparatus inside the school.
9. Prepare a few charts about the Montessori ground rules for children
10. Prepare a time table in a Montessori School
11. Prepare a Geometric File.
12. . Prepare an Evaluation chart of activities of a Montessori school.
13. . Prepare a model progress report of a child.
14. Prepare charts showing the different areas of Montessori education
15. Prepare chart showing the age wise list of Sequential Montessori activities.

16. Prepare a record book on the practice of the methods doing different activities which come under different areas of Montessori education.
17. Conduct a Workshop for collecting stories and rhymes
18. Prepare a set of picture story cards for presenting 6 Stories before the Montessori children (2 each for M1, M2 and M3 age groups).

MODULE:4

Organization and management of Creche/Preschools/Montessori schools.

Unit	Unit Name	Periods
1	<p><u>Planning and organizing of crèche/preschool/Montessori schools</u></p> <ul style="list-style-type: none"> • Management: Role, Importance and steps • Resources- Meaning, classification and characteristics • Ways of managing the resources like time and energy <ul style="list-style-type: none"> • Role of communication in management 	70
2	<p><u>Human resource management</u></p> <ul style="list-style-type: none"> • Human resource management-Importance • Human resource-recruitment and selection • Delegation of authority and responsibility <ul style="list-style-type: none"> • Training and empowerment • Method of resolving conflicts • Role of vision and Mission 	100
3	<p><u>Infrastructural requirement</u></p> <ul style="list-style-type: none"> • Land • Building • Environment and pollution • Drinking water, drainage and other sanitary facilities <ul style="list-style-type: none"> • Furniture 	70

	<ul style="list-style-type: none"> • Play equipments • Additional facilities needed for crèche 	
4	<p style="text-align: center;"><u>Fiscal Management and Budgeting</u></p> <ul style="list-style-type: none"> • Fiscal management-Resource mobilization, budgeting • Financial register and records to be maintained <ul style="list-style-type: none"> • Basic accounts needed for pre-schools <ul style="list-style-type: none"> • Entrepreneur-Support scheme • How to write a good proposal/project <ul style="list-style-type: none"> • Tax filing 	100

List of Practicals

1. Prepare a flowchart showing the steps in management
2. Prepare a set of flash cards showing the different types of resources
3. Conduct a 'Role play' for emphasizing the right way of communication
4. Prepare a chart showing the classification of resources.
5. Prepare a chart showing the delegation of authority in an institution.
6. Conduct a 'Role play' on methods of resolving conflicts.
7. Prepare a building plan for a crèche (Scale not necessary).
8. Prepare a chart showing the list of furniture and play equipment for a preschool.
9. Prepare a questionnaire to elicit information regarding the drainage, drinking water and sanitary facilities in nearby 10 preschools/anganwadis /child care centers
10. Prepare of formats of sample registers
 - Cash book
 - Acquaintance roll
11. Preparation of chart on basic accounts
 - Trading account
 - Trial balance
12. Prepare a multimedia presentation on different agencies, support entrepreneurship etc.
13. Prepare a sample proposal/project (Assignment).

Learning Outcomes of Module:3

The foundations of Montessori Education

After completion of the two modules the learner will achieve the following learning outcomes

Unit: 1 the foundations of Montessori Education

- Explains about Dr. Maria Montessori, her life and contribution.
- Depicts the development of Montessori Method of education
 - Enlists the aims of Montessori Education
 - Enumerates the principles of Montessori education
 - Explains the Philosophy of Montessori Education
- Identifies the other key concepts of Montessori Education
- Relates the three key components in Montessori education

Unit: 2 Areas and methods of Montessori education

- Explains the Areas of learning in Montessori Method-Practical life, sensorial Education, Arithmetic Education, Language Education, Zoology, Botany, Geography and other cultural aspects of life.
 - Describes the Methods of Montessori Education
- Lists out the differences between Montessori method , kindergarten method and other traditional methods of preschool education
 - Presents the Stories and rhymes in an attractive way.
 - Explains the role, preparation and qualities of Montessori directress.
- Conducts Daily observations, study visits, long walks and nature observation

Unit: 3 Organization of Montessori Environment and it's design

- Explains the Infra structure Facilities needed in a Montessori House of children
- Describes the nature and facilities of specially prepared environment (classroom)
- Lists out the Six Principles of the Montessori Prepared Environment
 - Enlists the didactic apparatuses/Montessori materials
 - Arranges Montessori Apparatus /materials in different sections
 - Maintains the environment

Unit: 4 Assessments and Evaluation in Montessori Education

- Identifies the different Methods of Assessment and evaluation Understands the Purpose of assessment
 - Explains the methods of evaluation of written work.

- Enlists the purpose of assessment.
- Explains teachers role in assessment
- Describes the concept of The concept of self correction
 - Identifies Remedies
- Maintains Records for individual child

Learning Outcomes of Module:4

Organization and Management of crèche, Pre schools and Montessori schools

Unit: 1 Planning and organizing of crèche/preschool/Montessori schools

- Explains the meaning, role and steps in the management.
- Classifies resources and enumerates its characteristics
- Develops own plan to manage resources like time, energy and money.
 - Explains the role of communication in management.

Unit: 2 Human resource management

- Enumerates the importance of Human Resource Management
 - Explains Human Resource recruitment and selection
- Describes the importance of Delegation of authority and responsibility
 - Enlists the need of Training and empowerment
- Explains the role of Workers participation in organizational success
 - Identifies the Methods of resolving conflicts
 - Explains the Role of vision and mission

Unit : 3 Infrastructural requirement

- Identifies the importance of infrastructural components like Land, Building
- Explains the importance of good Environment, Sanitary facilities, Drainage and Drinking water facility for a preschool.
- Lists out the Furniture, Play equipments and Additional facilities needed for crèche and Montessori schools

Unit : 4 Fiscal Management and Budgeting

- Explains fiscal management, and budgeting.
- Identifies the ways of Fund mobilization
- Identifies the Registers to be maintained

- Able to keep accounts needed for an enterprise.
- Identifies the agencies support entrepreneurship
 - Writes a good proposal
- Identifies the Agencies which support entrepreneurship

Scheme of work

Module: 3 Methodology of Montessori Teaching

Month	Unit No	Name of Units	Periods
June	1.1	The foundations of Montessori Education	70
July	1.2	Areas and methods of Montessori education	100
August	1.2	Areas and methods of Montessori education	20
	1.3	Organization of Montessori Environment and It's Designs	50
September	1.3	Organization of Montessori Environment and It's Design	50
October	1.4	Assessment and evaluation in Montessori education	50

Module: 4 Organization and Management of crèche, Preschools and Montessori schools

Month	Unit No	Name of Units	Periods
November	2.1	Planning and organization of Crèche / Preschools /and Montessori schools	70
December	2.2	Human resource management	70
January	2.2	Human resource management	30
	2.3	Infrastructural management	70
February	2.4	Fiscal Management and Budgeting	65
March	2.4	Fiscal management and Budgeting	35

Structure of module 3

UNIT NO	UNIT	CHAPTERS	PERIODS	TOTAL PERIODS
3.1.1	The Foundation of Montessori Education	Dr. Maria Montessori-her life and contributions	15	70
3.1.2		Development of Montessori method of Education	5	
3.1.3		Aims of Montessori Education	5	
3.1.4		Principles of Montessori Education	8	
3.1.5		Philosophy of Montessori Education	7	
3.1.6		Other Key concepts of Montessori Education	10	
3.1.7		The Three Key components in Montessori Education	10	
3.1.8		Differences between Montessori, KG method and other methods	10	
3.2.1	Areas and methods of Montessori Education	Areas of learning in Montessori method	10	120
3.2.2		Methods of Montessori education	15	
3.2.3		The method of presentation of Montessori materials and activities	8	
3.2.4		Things to remember when presenting Montessori activities	7	
3.2.5		Presentation of activities in different areas	40	
3.2.6		Stories, Rhymes and ways of presentation	10	
3.2.7		Role, preparation, and qualities of Montessori directress	9	
3.2.8		Daily activities in a Montessori schools	6	
3.2.9		Observation, study visits, long walks and nature observation	7	
3.2.10		Nature in observation	8	
3.3.1	Organization of Montessori Environment and It's designs	Infrastructure facilities	15	100
3.3.2		Specially prepared environment	15	
3.3.3		The six principles of prepared environment	15	
3.3.4		The didactic apparatus/Montessori materials	15	
3.3.5		Arrangements of apparatus	15	
3.3.6		Maintaining the environment	10	
3.3.7		Montessori ground rules for children	15	
3.4.1	Assessment and Evaluation in Montessori Education	Methods of assessment and evaluation	15	70
3.4.2		How to evaluate a Montessori child?	12	
3.4.3		Eight characteristics of the authentic Montessori experience	13	
3.4.4		Learning outcomes of Montessori activities	10	
3.4.5		How progress reports work in the Montessori classroom?	15	
3.4.6		Records to be maintained as a part of evaluation	15	

Structure of module 4

UNIT NO	UNIT	CHAPTERS	PERIODS	TOTAL PERIODS
4.1.1	Planning and organization of Crèche / Preschools /and Montessori schools	Management: Role,importance and steps	20	70
4.1.2		Resources	20	
4.1.3		Ways of managing the resources	15	
4.1.4		Role of communication in management	15	
4.2.1	Human resource management	Importance	10	100
4.2.2		Recruitment and selection	15	
4.2.3		Delegation of authority and responsibility	15	
4.2.4		Training and empowerment	20	
4.2.5		Method of resolving conflicts	20	
4.2.6		Role of vision and mission	20	
4.3.1	Infrastructural management	Land	10	70
4.3.2		Building	9	
4.3.3		Environment and pollution	11	
4.3.4		Drinking water, drainage and other sanitary facilities	12	
4.3.5		Furniture	8	
4.3.6		Play equipments	10	
4.3.7		Additional facilities	10	
4.4.1	Fiscal management and Budgeting	Resource mobilization, budgeting	20	100
4.4.2		Financial registers and records maintained	20	
4.4.3		Basic accounts needed for preschools	20	
4.4.4		Entrepreneur support schemes	15	
4.4.5		How to write a good proposal/project	15	
4.4.6		Tax filing	10	

CLASSROOM ACTIVITIES

- Discussions (General discussion, group discussion, discussion 66)
- Seminars
- Audio visual presentations
- Video shows
- Panel discussion
- Group work
- Demonstrations
- Project
- Debate

PRACTICAL ACTIVITIES

- Observation
- Case study
- Puppet plays and puppet theatre
- Presentation of role plays
- Workshops for making learning aids and apparatus
- Visits and observation of crèches and Montessori schools
- Internship in Child Development Centers/pre schools/Montessori schools
- Arranging materials and activity corners for pre schools
- Designing a Montessori environment
- Project work on assessment of child development
- Extension work in rural areas
- Programme planning and execution
- Survey

MODULE. 3:

METHODOLOGY OF MONTESSORI TEACHING

Overview

The quality and type of education we get in our pre-school and primary stage influenced us throughout our life. All our later education and creativity are built up on the foundation laid during our pre-school stage. If the preschool and primary schools have failed to ignite our independent thinking, creativity, freedom, and experimenting mentality, through a variety of learning experiences, our development might be at a lower level than what the nature has gifted to us and inherent talents may not develop to their full potential.

Experts tell us that 90% of our brain development occurs by the age of five. Dr. Montessori's approach and methodology was an example of truly childcentric, activity-based, constructivist, life skill-oriented and value focussed education all over the world. Her ideas on education go along with the ideas of famous educationists Friedrich Froebel, Lev Vygotsky, Rudolf Steiner, Jerome Bruner and Piaget. Latest researches show that Montessori Method is better than any other pre- school and primary education programmes. (Ref. Dr. Anlelin Lillard and Elsa Quest: 'The science' journal-2006). It is in this context, the Montessori Method is introduced in the CPSM course.

The third module gives more exposure to the Montessori Method as it is the most accepted child centric, activity oriented, life related and outcome based child education all over the world. In India, this method was mostly seen in Metropolitan cities, but now it is seen to be rapidly spreading even in rural areas. So we are facing a scarcity of well trained Montessori teachers in proportion to the number of schools functioning in Kerala. The use of Montessori apparatus and learning material for educating differently abled students has proved to be very effective. The Montessori trained teachers can teach the Kindergraden method also.

This module provides the theory and practical ways of handling classes in Montessori method of pre-school education. It also explains about all the essential Montessori apparatus.

To be more specific, the module includes four units namely, the foundations of

Montessori education, the methods and areas of Montessori teaching organization of Montessori environment, classroom designs and evaluation in Montessori Education. While progressing from unit 1 to 4, the students will be able to arrange a Montessori environment and to teach (direct) children in Montessori method.

UNIT 1

THE FOUNDATIONS OF MONTESSORI EDUCATION

The Montessori Method of education, developed by Dr. Maria Montessori, is a child-centered educational approach, based on scientific observations of children

from birth to adulthood. Dr. Montessori's Method has been time tested, with over 100 years of success in diverse cultures throughout the world. The Montessori approach is possibly best known today for the contribution it makes to our understanding of the importance of learning through the senses and the development of learning materials that are today referred to as educational toys.

So this unit aims at providing an overview of the historical background, aims, philosophy and principles of Montessori Education. The key concepts of Montessori Education, the triangular relationship between the teacher, child and favourable environment are also discussed in this unit. Special focus is given to all the theoretical aspects of Montessori Education so that the learner can convert knowledge and skills necessary for Montessori teaching.

UNIT.2.

AREAS AND METHODS OF MONTESSORI EDUCATION

This unit aims to provide the practical aspects of Montessori education like areas of learning and methods. Learners will get definite, organized information

about the different areas in Montessori education like EPL, sensorial, Arithmetic

and language, Zoology, Botany, Geography and other cultural aspects of life.

The Practical presentation of Learning Apparatus and the activities are the main

features of Montessori Method. They are to be learned by the students through practical demonstrations, continuous self practice and presenting in front of the children during the teaching practice. Some sample activities are given in this unit. It is not possible to give all activities in this book. Students can make their own practical notes while they are attending the practical classes.

This unit also gives information about the methods of presenting stories and rhymes. The unit enlightens the learners about the role, preparation and qualities of a Montessori Directress (Teacher). They will also be equipped with the ways of conducting daily observations, study visits, long walks nature observation etc.

UNIT 3

ORGANIZATION OF A MONTESSORI ENVIRONMENT AND IT'S DESIGN

The success of Montessori education depends much on the specially prepared Montessori environment. So this unit aims to provide the learners with the information regarding the Montessori classroom design and the nature, facilities

and preparation of specially prepared Montessori environment.

The unit covers six chapters starting from the preparation of the environment and ends with the maintenance of the environment. The learners will get a detailed list of didactic apparatus/Montessori materials and way of handling the apparatuses. Another topic of discussion is arrangement of materials and areas and furniture.

Overall the unit emphasises the infrastructure support which is the key factor in Montessori education.

UNIT.4

ASSESSMENT AND EVALUATION IN MONTESSORI METHOD

Evaluation is the essential part of Montessori education. In this unit the following

aspects of evaluation are discussed:

- Methods of assessment and evaluation- continuous observation and Formative assessment of activities, performance assessment.
 - Evaluation of written work
 - Purpose of assessment
 - Teacher's role in assessment
 - The concept of self correction.
 - Remedies
- Records to be maintained for individual child.

After completing this Unit, trainees are expected to acquire the skills to assess and evaluate the children in Montessori Method. They will be theoretically and Practically well aware of the Methods of assessment and evaluation, formative Assessment, summative assessment, the best way of assessing each child,

Specific activities and outcomes in each area, eight characteristics of the authentic Montessori experience, and how progress reports are to be prepared in the in the Montessori Classroom

Unit Grid

Ideas/concepts/skills	Learning outcome	Suggested activities	Assessment
<p><u>Unit: 1</u> <u>The foundations of Montessori Education</u></p> <ul style="list-style-type: none"> • Dr. Maria Montessori-her life and contribution. • Development of Montessori Method of Education • Aims of Montessori education <ul style="list-style-type: none"> • Principles of Montessori education. • Philosophy of Montessori education. • Other The three key components of Montessori education. • Difference between Montessori method, KG method and other traditional methods of pre-school education 	<ul style="list-style-type: none"> • Explains about Dr. Maria Montessori, her life and contribution. • Depicts the development of Montessori Method of education • Enlists the aims of Montessori Education • Enumerates the principles of Montessori education • Explains the Philosophy of Montessori Education • Identifies the other key concepts of Montessori Education <ul style="list-style-type: none"> • Relates the three key components in Montessori education 	<ul style="list-style-type: none"> • Assignment • seminar • References • presentation 	<p>Work diary Collection portfolio</p>

<p><u>Unit: 2</u> <u>Methods and areas of Montessori teaching</u></p> <ul style="list-style-type: none"> • Areas of learning in Montessori method- EPL, sensorial, language, mathematics, culture and other enrichment programmes. <ul style="list-style-type: none"> • Methods of Montessori education • The method of presentation of Montessori materials and activities • Things to remember when presenting the Montessori activities. • Presentation of activities in different areas • Stories and rhymes and ways of presentation • Role, Preparation and qualities of a Montessori directress <ul style="list-style-type: none"> • Daily activities in a Montessori school. • Observation, study visits, long walks and nature observation • Nature in education 	<ul style="list-style-type: none"> • Explains the Areas of learning in Montessori Method- Practical life, sensorial Education, Arithmetic Education, Language Education, Zoology, Botany, Geography and other cultural aspects of life. • Describes the Methods of Montessori Education • Lists out the differences between Montessori method, kindergarten method and other traditional methods of preschool education • Presents the Stories and rhymes in an attractive way. • Explains the role, preparation and qualities of Montessori directress. • Conducts Daily observations, study visits, long walks and nature observation 	<p>Seminar Face to face with expert Discussion using slides Field visit</p>	<p>Seminar report Interaction report leaflet</p>
<p><u>Unit : 3 Organization of Montessori Environment and it's designs</u></p> <ul style="list-style-type: none"> • Infrastructure facilities needed in a Montessori House of children • Specially prepared environment 	<p>Explains the Infra structure Facilities needed in a Montessori House of children</p> <ul style="list-style-type: none"> • Describes the nature and facilities of specially prepared environment (classroom) • Lists out the Six Principles of the Montessori Prepared Environment <ul style="list-style-type: none"> • Enlists the didactic apparatuses/Montessori materials 	<ul style="list-style-type: none"> • Field visit • Workshops • Data collection • anothology 	<p>Work diary Port folio Practical presentation</p>

<p>(classroom)- its nature and facilities</p> <ul style="list-style-type: none"> • The six principles of Montessori prepared Environment <ul style="list-style-type: none"> • The didactic apparatus/ Materials in different sections • Maintaining the environment. • Montessori ground rules for children. 	<ul style="list-style-type: none"> • Arranges Montessori Apparatus /materials in different sections <ul style="list-style-type: none"> • Maintains the environment 		
<p><u>Unit: 4 Assessments and Evaluation in Montessori Education</u></p> <ul style="list-style-type: none"> • Methods of assessment and evaluation in Montessori method. • How to evaluate a Montessori child? • Eight characteristics of the authentic Montessori experience • Learning outcomes of Montessori activities • How Progress reports work in the Montessori classroom? • Records to be maintained as part of evaluation 	<ul style="list-style-type: none"> • Identifies the different Methods of Assessment and evaluation Understands the Purpose of assessment • Explains the methods of evaluation of written work. • Enlists the purpose of assessment. • Explains teachers role in assessment • Describes the concept of The concept of self correction <ul style="list-style-type: none"> • Identifies Remedies • Maintains Records for individual child 	<ul style="list-style-type: none"> • Seminar • Collection <ul style="list-style-type: none"> • Chart preparation 	<p>Material file Work diary chart</p>

Additional Information

1. Books/Internet resources on the life and contributions of DR. Maria Montessori.
2. The absorbent mind (Refer internet/books of Dr. Maria Montessori)
3. The Montessori method (Refer internet of Dr. Maria Montessori)
4. The child and Adult (Refer internet of Dr. Maria Montessori)

Assessment activities

Work diary

Seminar report

Assignment report

Class test

Quiz

Port folio

Collection

Practical presentation

Observation

Survey

Role play

List of items in port folio

Anthology of stories and rhymes

Material file

Geometrical file

Work diary

Collection of different work of art, craft etc.

Leaflets

Prepared slides for presentation

Video clippings collection

Craft work

Observation report

Survey Report

Extended Activities

1. OJT
2. WORK SHOP
3. EXPO
4. FIELD VISIT
5. STUDY TOUR
6. TEACHING PRACTICE
7. ROLE PLAY
8. CRAFT SKILL DEVELOPMENT

9. INTERVIEW WITH PARENTS

Module: 4 **Organization and Management of Crèche/ Preschools/Montessori Schools**

Overview

Entrepreneurship is one of the key drivers of our economy. Entrepreneurship is the quality to create a prosperous organization from nothing. It can be viewed as a creative and innovative response to the environment and an ability to recognize, initiate and exploit an economic opportunity. But it doesn't mean that all ventures or entrepreneurial activity will be a success. Some may succeed and others fail. Many entrepreneurs fail due to several barriers and problems.

Unit: 1

Planning and Organization of crèche/preschools And Montessori schools

Management is the dynamic life giving element in every business. In the absence of management the resources remain resources and never become production or service. It has been rightly said that anything minus management amounts to nothing. A business which has all the resources like men, money, material and machinery cannot satisfy customers unless they are efficiently managed. Thus every business needs repeated stimulus which can only be provided by management. This unit mainly deals with the importance of managing resources for achieving the objectives of the business organization. Steps in management, resources, its types, importance, and features are also being discussed in this unit. It will be helpful for the young business aspirants in the field of child care

and education.

Unit: 2

Human Resource Management

The main purpose of human resource management is to accomplish the organizational goals. Human resource management provides favourable environment for employees so that people working in an organization can work creatively. This ultimately helps them to develop their creative knowledge, ability and skill. To develop personality of employees, human resource management organizes training and development campaigns which provide an opportunity for employees to enhance their caliber to work. Another importance of human resource management is to provide a respectful environment for each employee. Above all human resource management bridges the gap between individual goal and organizational goal-thereby resulting into a good harmony. This unit emphasizes the importance of human resource management, delegation of authority, training and empowerment etc.

Unit 3

Infrastructural requirements for Crèche/ Preschools/ Montessori schools.

The unit of the course addresses infrastructural requirements for crèche/pre Schools/ Montessori school. Knowledge about such things will help you to know How much money should be raised at each stage; when should it be raised; what is a reasonable valuation component of infrastructure.

Unit: 4

Fiscal Management & Budgeting

The chapter Fiscal Management and budgeting is primarily designed for students who plan to get involved in a new venture in the field of child care and education

at some point in their career as a founder, early employee, advisor or investor.

However, it is also appropriate for students interested in gaining a broader

View of the financing landscape for young firms.

Unit Grid

Ideas/concepts/skills	Learning outcome	Suggested activities	Assessment
<p><u>Planning and organizing of crèche/preschool/Montessori schools</u></p> <ul style="list-style-type: none"> • Management: Role, Importance and steps • Resources- Meaning, classification 	<ul style="list-style-type: none"> • Explains the meaning, role and steps in the management. • Classifies resources and enumerates its characteristics <ul style="list-style-type: none"> • Develops own plan to manage resources like time, energy and money. • Explains the role of communication in management. 	<ul style="list-style-type: none"> • COLLECTION • Video presentation • Brain storming • Face to face with expert <ul style="list-style-type: none"> • Discussion using slides • Field visit 	<ul style="list-style-type: none"> • collection report • Notes on activity log • Prepares chart • Class test

<p>and characteristics</p> <ul style="list-style-type: none"> • Ways of managing the resources like time and energy • Role of communication in management 			
<p><u>Human resource management</u></p> <ul style="list-style-type: none"> • Human resource management-Importance • Human resource-recruitment and selection • Delegation of authority and responsibility • Training and empowerment • Method of resolving conflicts • Role of vision and Mission 	<ul style="list-style-type: none"> • Enumerates the importance of Human Resource Management • Explains Human Resource recruitment and selection • Describes the importance of Delegation of authority and responsibility <ul style="list-style-type: none"> • Enlists the need of Training and empowerment <ul style="list-style-type: none"> • Explains the role of Workers participation in organizational success • Identifies the Methods of resolving conflicts • Explains the Role of vision and mission 	<ul style="list-style-type: none"> • Group discussion • Assignment 	<ul style="list-style-type: none"> • Notes on activity log • Work diary • Collection • portfolio
<p><u>Infrastructural requirement</u></p> <ul style="list-style-type: none"> • Land • Building • Environment and pollution • Drinking water, drainage and other sanitary facilities <ul style="list-style-type: none"> • Furniture • Play equipments • Additional facilities needed for crèche 	<ul style="list-style-type: none"> • Identifies the importance of infrastructural components like Land, Building • Explains the importance of good Environment, Sanitary facilities, Drainage and Drinking water facility for a preschool. • Lists out the Furniture, Play equipments and Additional facilities needed for crèche and Montessori schools 	<ul style="list-style-type: none"> • Building plan <ul style="list-style-type: none"> • Assignment • seminar • References • presntation 	<ul style="list-style-type: none"> • Layout of plan • Work Diary • Seminar report • Assignment report
<p><u>Fiscal Management and Budgeting</u></p>	<ul style="list-style-type: none"> • Explains fiscal management, and budgeting. 	<ul style="list-style-type: none"> • Sample project 	<ul style="list-style-type: none"> • Work diary • Chart

<ul style="list-style-type: none"> • Fiscal management-Resource mobilization, budgeting • Financial register and records to be maintained • Basic accounts needed for pre-schools • Entrepreneur-Support scheme • How to write a good proposal/project <ul style="list-style-type: none"> • Tax filing 	<ul style="list-style-type: none"> • Identifies the ways of Fund mobilization • Identifies the Registers to be maintained • Able to keep accounts needed for an enterprise. • Identifies the agencies support entrepreneurship <ul style="list-style-type: none"> • Writes a good proposal • Identifies the Agencies which support entrepreneurship 	<p style="text-align: center;">proposal</p> <ul style="list-style-type: none"> • Assignment • seminar • References • presentation 	<ul style="list-style-type: none"> • Leaf let
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Assessment activities

Work diary

Seminar report

Assignment report

Class test

Quiz

Port folio

Collection

Practical presentation

Observation

Survey

Role play

List of items in port folio

Anthology of stories and rhymes

Material file

Geometrical file

Work diary

Leaflets

Prepared slides for presentation

Video clippings collection

Observation report

Survey Report

Extended Activities

OJT

EXPO

SAMPLE PROJECT PROPOSAL

FIELD VISIT

ON THE JOB TRAINING

Although there are ample opportunities for practical experiences in the laboratory, vocational education will be complete only if the trainees get enough experience in real work situations. This new approach of providing additional days of On the Job Training (OJT) is expected to satisfy the need. Possible OJT centers which can provide experiences in the different skill areas should be identified and utilised. It is suggested to give OJT for at least 7 days during each module, preferably at the end of the module.

For CPSM trainees, following OJT centers are suggested based on the expected skills as per the modules:

Module	Name	OJT CENTRES
1	Early Childhood: Development Support and Assessment	<ul style="list-style-type: none"> • CDC/ any similar department or institutions • Child Development Clinics in hospitals
2	Preschool Education Methods	<ul style="list-style-type: none"> • Nursery Schools • Kindergartens • Montessori schools
3	Methodology of Montessori teaching	<ul style="list-style-type: none"> • Montessori Schools in nearby areas
4	Organisation and Management of Crèche/Pre schools/Montessori schools	<ul style="list-style-type: none"> • nearby preschools • crèche • Montessori schools

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