

PMC Affiliation Guide



Pakistan Montessori Council®

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What is Pakistan Montessori Council?

Pakistan Montessori Council is a national umbrella entity of Montessori schools, educators, parents, businesses, and friends dedicated to the advancement of Montessori education around Pakistan. Its focus is on issues of concern to people interested in Montessori e.g. Montessori training, Job hunt, Montessori Material, opening a training center, opening a school, purchase of materials and furniture, school administration including curriculum development, recruitment and hiring, supervising teachers and staff, insurance, finance, facilities, public relations, and so forth needs.

Like other Montessori council's in the world, PMC's mission is to nurture, inspire, and support the development of strong, successful Montessori schools, and to support the Montessori community in working together still more effectively at the state/provincial and local levels by providing programs, services, and support. We are committed to preserving the Montessori legacy and its principles of Best Practice. At the same time, we face the challenge of exploring new ideas, considering the implications of ongoing research, and adapting our schools to meet the demands of a new era.

The name Pakistan Montessori Council is not to be confused with the general interpretation (government regulatory authority) in which the word council is taken in Pakistan. PMC is exclusively private and works in close association with Montessori Pakistan (Pvt.) Ltd, International Montessori Training Organization, UK, Pakistan Montessori Concern (Pvt.) Ltd and Peace Education Foundation, as a separate division. PMC's stance regarding the word "council" is "an assembly of equals" which embodies a spirit of camaraderie, belief, and community building — a place where all are equally valued and sincerely welcomed. It is in fact a cluster of above mentioned four parent organizations and several hundreds of affiliated schools, Montessori related businesses and individuals. Brief introductions to all the four parent organizations are given underneath;

1. Montessori Pakistan: Montessori Pakistan (Pvt.) Ltd is registered under section 32 of the Companies Ordinance, 1984 (XLVII of 1984) with the government of Pakistan and is the training arm of PMC. **Montessori Pakistan (PVT) Ltd** deals with Montessori training programs and establishment of franchised training centers. Montessori Pakistan also holds the exclusive partnership of **Skill Development Council (SDC)** regarding Montessori training in Pakistan¹. SDC is a project of **Ministry of Manpower, Labor and Overseas Pakistanis**, established with the assistance of **World Bank, ILO and Employees Federation of Pakistan**. SDC's main objective is to make training programs flexible, demand driven and cost effective with the involvement of employers. Thus, all the training activities by Montessori Pakistan are assisted, supervised and certified by the autonomous training body (SDC) of Ministry of Labor, Manpower and Overseas Pakistanis.

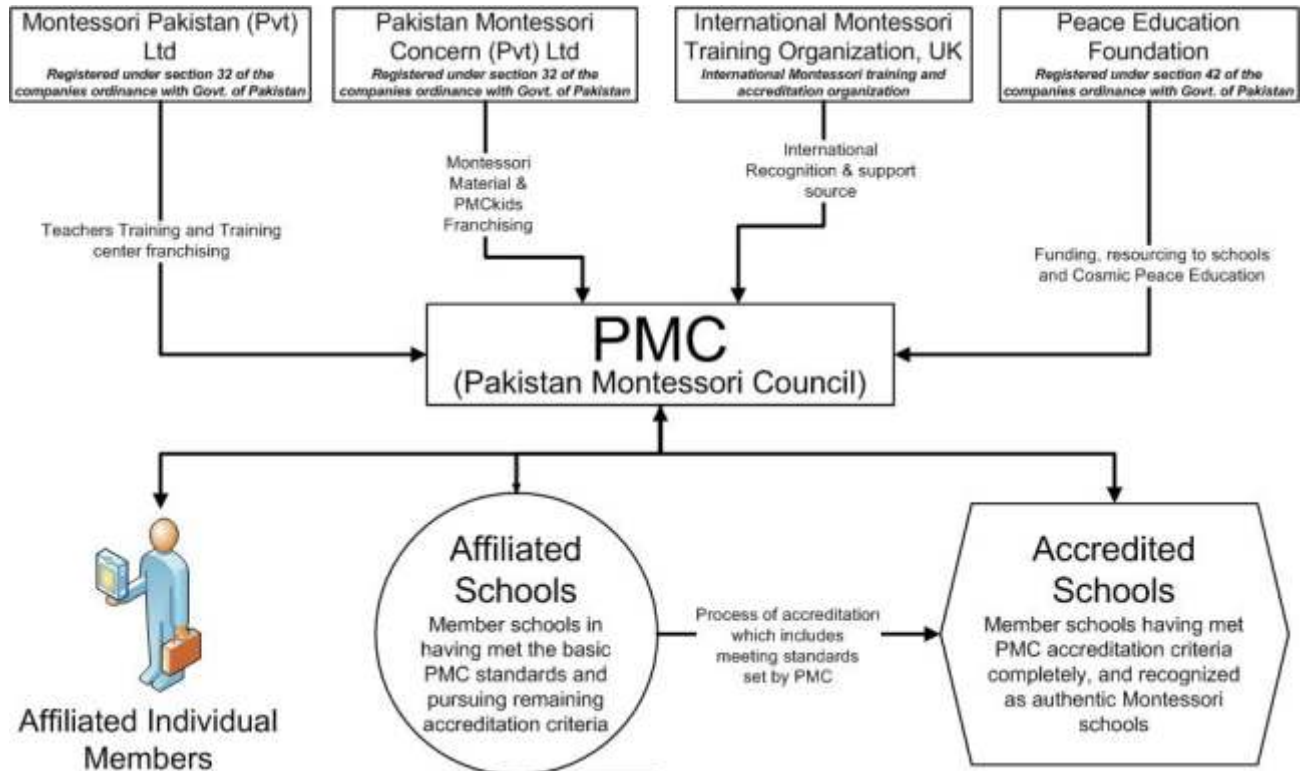
¹ SDC is related only with evaluation and certification of training courses of Montessori Pakistan (pvt.) Ltd, and does not have any concern with any other business affairs.

2. Peace Education Foundation: Peace Education Foundation is a non-profit organization registered under section 42 of the Companies Ordinance, 1984 (XLVII of 1984) with the Securities and Exchange Commission, government of Pakistan. PEF's primary objectives include:

- To promote Montessori Cosmic Peace Education Programs. These concepts are inherent in Montessori philosophy of education. Dr. Maria Montessori recognized a spirit of love within all children and emphasized the need to educate children about themselves, their community, other cultures and the environment. If properly, implemented, Montessori education leads to the construction of a peaceful personality with far greater awareness and respect for other cultures, nations and humanity on the whole. Montessori believed that her system would bring world peace
- To facilitate schools through a regular supply of Montessori resources free or at subsidized rates.
- To fund community awareness and teachers training programs in schools in rural and unpromising areas to help them adopt Montessori system.

3. Pakistan Montessori Concern: Pakistan Montessori Concern (Pvt.) Ltd is also registered under section 32 of the Companies Ordinance, 1984 (XLVII of 1984) with Securities and Exchange Commission, government of Pakistan. It deals with Montessori material manufacturing and franchising of nationwide chain of Montessori schools named PMCKIDS™.

4. International Montessori Training Organization (IMTO), UK: IMTO is a non-profit international organization which affiliates, accredits and facilitates Montessori trainings institutes and programs worldwide. Montessori Pakistan and its training programs are accredited by IMTO, and it is through the courtesy of IMTO that Montessori Pakistan's trainings are recognized throughout the world.



Why was there a need for a Montessori organization in Pakistan?

In almost all developed countries Montessori organizations are working in the private sector for the development and promotion of early childhood education. Some of the renowned names include International Montessori Council, Canadian Council of Montessori Administrators, California Montessori Council, Montessori India, Association Montessori International (AMI) and Montessori Accreditation Council for Teacher Education (MACTE). Due to the efforts of these organizations Montessori methodology of teaching has establish firm roots in the countries where they are working. Montessori Method of education, nowadays, is the most wide-spread system of teaching at pre-school level in the world. In Pakistan, however, even after 100 years since the world became familiar with Montessori Method, most of our schools are constantly using the traditional ways of teaching, which ultimately produce most of the students with incomplete mental development who are dependent, reluctant to learn and lack creativity, skill, inventiveness and initiative. This is the main cause of poverty, corruption, unemployment, crime, aggression and national disintegration. National development depends on the competency of individuals, which ultimately depends on proper education. These reasons provoked us to establish PMC, an organization like the ones mentioned above, which spreads awareness and brings the required changes in our current pre-school educational system. We are eager to have your support and cooperation.

Affiliation with PMC?

Affiliation with PMC is client oriented and self assessment based evaluations, the whole affiliation process is designed to be simple and convenient for a conventional school to convert into a true Montessori (*House of Children*), PMC's expert human resource is available for guidance to the affiliate school at every stage. This bond entitles the affiliated school to enjoy numerous invaluable benefits, which no other Montessori organization in the world has ever offered to its member schools. When we say “never offered in the world”, we really mean it. The internet has made it easy... in case of any doubt, you can check with the benefits lists of other international Montessori organizations. For benefits detail, please see page 7.

PMC offers two types of affiliations;

1) Individual Affiliation:

Teachers, students, parents, educators, and administrators are welcome to join PMC and be a part of Pakistan's biggest Montessori community.

2) School and Organizational Affiliation:

Pre-schools (Playgroup/Nursery/Prep.) with existing Montessori or conventional (*but interested in converting to Montessori*) schooling setup are invited to join PMC as organizational members.

How to get Affiliated?

1. Individual Affiliation:

For individuals, the process of getting affiliated is very simple. Just fill up the Individual Membership Application form, (attached) 3 recent passport size photographs and a copy of your computerized National ID card. Send all of the above to your nearest PMC office along with a Bank draft/Cheque of the fee, or visit during the office hours and drop in the forms and the fee. Normally, the affiliation certificate is sent within three working days after PMC receives the forms. The benefits of individual affiliation are mentioned on the affiliation form.

2. School and Organizational Affiliation:

Schools and organizations need to go through a step wise procedure to be affiliates of PMC.

Step 1: The authorized person at the schools completes the attached 3-page “**Application Form - PMC Institutional Affiliation**” and sends the form to nearest PMC office along with a bank draft of Rs. 5000 (non-refundable application processing fee) in favour of Pakistan Montessori Council. The fee and the form can also be deposited directly in the nearest PMC office.

Step 2: An M&E team member visits the school within 15 days of filing of the application with prior appointment. He/she prepares an assessment report (a copy of which is dispatched to the school administration), based on the assessment the personnel may proceed to step 3 and/or gets the “School Affiliation (Membership) Application Form (A)” filled, in such case the annual affiliation fee of Rs. 20,000 (Rupees Twenty Thousand only) is also collected at this stage.

Step 3: A list of pre-requisites is handed over to the school, and a time period of maximum ONE month is granted to fulfill those requirements. These are simple and inexpensive requirements which a school can meet easily. The pre-requisites are given below:

- Send at least two Montessori teachers to nearest PMC center for a 15 days training workshop free of cost. In case there isn't any Montessori trained teacher in the school. On the other hand PMC can recommend some trained teachers local to affiliate school; else PMC can train the new hiring on special discounts.
- Get child-sized cabinets to display the Montessori material provided by PMC (refer to step 5).

- Get rugs and working mats.

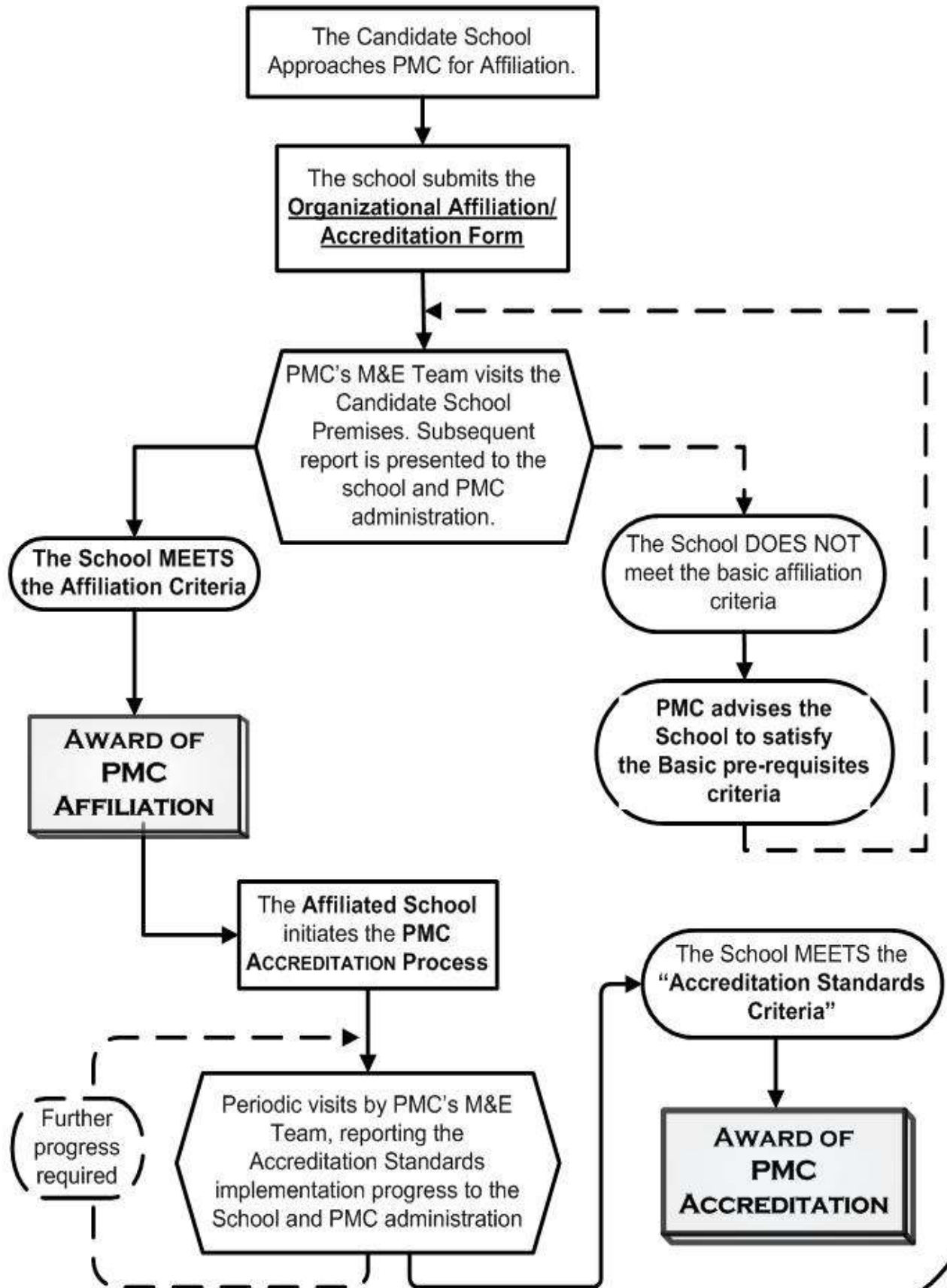
Step 4: At the fulfillment of the pre-requisites, another visit of the M&E team is conducted to the school for assessment (the boarding and lodging expenditures of the team are to be catered by the prospective school), the “School Affiliation (Membership) Application Form (A)” is filled and the annual affiliation fee of Rs. 20,000 (Rupees Twenty Thousand only) is collected. The school starts to enjoy the affiliation benefits as a search engine prior website is prepared describing the school's history and mission, programs offered, downloading facility of admission forms, annual calendar and contact details.

Step 5: The affiliation certificate is granted, website is launched and the material kit worth Rs. 50,000+ (Rupees Fifty Thousands minimum) is granted to the school. The material is for use only in the classroom and is to be placed with in the reach of children. Annual repairing of the material is also provided free of charge. The material kit, however, remains the property of Peace Education Foundation, and is returnable if the affiliation is cancelled. The whole set of Montessori curriculum is also provided containing all the activities and guidelines for teachers. The school now can use PMC member school logo on its stationary and other advertising material along with the phrase “Affiliated with Pakistan Montessori Council (PMC)”.

Step 6: The affiliated school is now on its journey towards becoming a true Montessori school. This begins the process of accreditation. The school is granted a School Accreditation guidebook, containing all the standards to be met in order to be an accredited school within maximum of five years (extendable in certain cases). The school would be granted accredited schools status through a certificate and PMC's website, at the successful fulfillment of all the criteria mentioned in guidebook. A PMC accredited school would actually be the true Montessori meeting global standards, which would be the first choice of parents when it comes to the admission of their children. PMC's ultimate goal is to motivate all its member schools to reach accredited school's status. During this accreditation process, PMC's support would be available through several means;

- The experts on PMC telephonic helpline would be available to member schools for advice.
- Refresher courses for the school teachers and administrators would be organized during summer vacation at very nominal charges.
- PMC promises the provision of advanced Montessori materials to the school at subsidized rates.
- An M&E person would visit the school after every 4-6 months to assess the fulfillment of new standards and continuation of the existing at just the boarding and lodging expenditures paid by the school. This is necessary to provide ample motivation to school to pursue the fulfillment of further standards set by PMC in Accreditation Handbook and to keep a track of ongoing progress.
- Awards to rapidly advancing schools in annual conferences, and words of honour for the school published in our newsletter would further motivate the school and bring a good name to the school, which ultimately means SUCCESS.
- PMC periodically organizes teacher exchange and mentoring programs (optional), through which the member schools teachers can share ideas and learn from more experienced teachers.

PMC AFFILIATION AND ACCREDITATION PROCESS FOR SCHOOLS/ORGANIZATIONS



Benefits of PMC Affiliation:

1. Free Website hosting:

Free website of the affiliated school is designed and launched by PMC's IT department, which describes the school's history and mission, programs offered, downloading facility of admission forms, annual calendar and contact details. A service worth Rs. 12,000 - 15,000 (rupees twelve to fifteen thousands) according to the market assessed price.

2. Free Basic Montessori Material Kit:

A set of 45+ Montessori material items (*list shall be provided on initial M&E visit*) worth Rs. 50,000+ (Rupees Fifty Thousand minimum) is granted to the school through the courtesy of Peace Education Foundation. The material is for classroom use only and is to be placed within the reach of the children. Annual repairing of the material is also provided free of charge. The material kit, however, remains the property of Peace Education Foundation, and is returnable if the affiliation with PMC is cancelled.

3. Free Montessori Curriculum Guide Books:

A set of 10 Montessori curriculum guidebook is also provided to the school containing all the activities and guidelines for teachers (service worth Rs. 15000). These manuals are the product of years of concentrated effort on the part of experts of Montessori Pakistan.

4. Certificate of Membership:

PMC affiliation certificate is awarded to the school which is the authenticated proof of Affiliation and can be displayed in the school's office. The school can use PMC's member logo on its stationary and other advertising material along with the phrase "affiliated with PMC". The individual members shall be provided a "PMC Affiliated Individual" member ID card.

5. Free Training to Teachers:

Up to two teachers from the member school can attend 15 Days Montessori training Workshop at the nearest PMC center for free (service worth Rs. 10,000).

6. Right to Use PMC Logo:

The member schools/individuals are allowed to use PMC member logo on their stationary, brochures, advertisements visiting cards or other promotional materials. *Please read the PMC LOGO Usage Guidelines for logo usage and placement specifications. [A copy can be downloaded from PMC website or obtained from the PMC office]*

7. Support for Human Resource:

From our huge database of successful Montessori Trained Diploma holders, P.M.C. can assist, if requested, its member schools to fill up any such vacancy in their school.

8. Expert Support:

Schools/individuals can seek advice and expert guidance from PMC personnel, available on our help lines regarding issues related to planning, implementation or organization of Montessori related activities.

9. Montessori Online:

PMC's online Montessori Resource Center at www.montessori.edu.pk provides Members with online library of Articles, Newsletters, Special-Alerts, Email discussion groups and forums. Using your unique ID and password, you can access tons of Montessori related information for free.

10. Teacher Exchange & Mentoring Programs:

PMC periodically organizes teacher exchange and mentoring programs (optional), through which the member schools teachers can share ideas and learn from more experienced teachers.

11. PMC Accredited School Standards Guide:

For affiliated school, it is mandatory to begin the process of accreditation. A PMC accredited school would actually be a true Montessori meeting globally established standards, which would be the first choice of parents when it comes to the admission of their children. To help affiliate schools in this regard, a PMC Accredited School Standards Guide list is provided

12. Refresher Courses for Teachers:

Refresher courses for the school teachers and administrators are organized during summer vacation at very nominal charges.

13. Advance Montessori Material at Subsidized Rates or On Easy Installments:

PMC promises the provision of advanced Montessori materials to the school at subsidized rates or installments.

14. Monitoring and Evaluation Teams:

During accreditation process, an M&E person visits the school after every three months to assess the fulfillment of new standards and continuation of the existing at just the boarding and lodging expenditures paid by the school. This is necessary to provide ample motivation to school to pursue the fulfillment further standards set by PMC in Accreditation Guidebook and to keep a track of ongoing progress.

15. Discounts in Future PMC Training Programs:

Individual members or any teacher from the affiliated school, seeking admittance to Montessori Pakistan's diploma or certification programs, can have significant discount in course fee.

16. Option to be a Registration Center of Montessori Pakistan (MP) Distance Learning Programs:

The affiliated schools or members can apply to be Montessori Pakistan's student registration centers in order to earn extra revenue. The final decision, however, lies with the MP authorities and is based on strategic location and other facilities available at the campus. This involves signing of an M.O.U. between the two parties. On every successful student registration, the center gets 1000 (One Thousand Rupees) as referral bonus.

17. Flex Sign-board

On becoming a registration center, the member school is also provided with a flex sign-board, free of charge, for display and advertisement purposes.

18. Conferences:

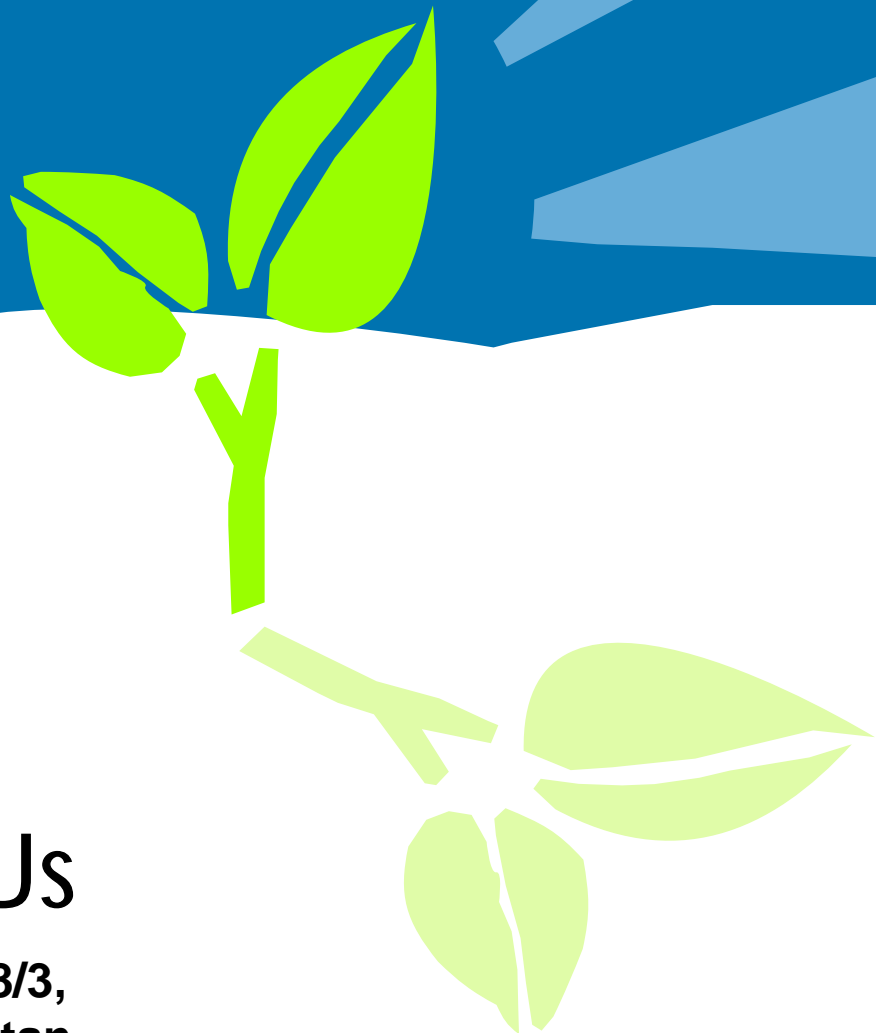
As a member school, the school authorities and representatives can participate in annual and national conferences for free. The same applies to Individual members as well.

19. Awards to Rapidly progressing Schools:

Regarding accreditation, rapidly advancing schools are awarded in annual conferences, and words of honour for such schools are published in our newsletters for motivation and bringing a good name to the school, which ultimately means SUCCESS

Cancellation of Affiliation:

The PMC Individual or School affiliation certificate will be revoked, in case any of the clauses mentioned above are not satisfied, abandoned, misused or legally/unlawfully violated, furthermore, any property/rights of the parent organizations of PMC are misused either intentionally or otherwise shall also cancel the affiliation. Furthermore, violation of any clause of the "PMC Code of Professional Ethics", in any form will terminate the PMC affiliation. Normally affiliation status of schools withdrawing their commitment to proceed towards accreditation process may lose the PMC affiliation status (*however this scenario may differ from organizational to organization and decision of PMC Board of Directors*)



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