



Montessori Assistant Toolkit

ADMINISTRATOR GUIDE

INFANCY-TODDLERHOOD EDITION

The [Montessori Assistant Toolkit Infancy-Toddlerhood Edition](#) is designed to equip adults with the knowledge and skills needed to effectively support teachers and children in a Montessori infant-toddler environment (0-3 years old). The course includes seven self-paced lessons that cover essential topics such as Montessori philosophy, child development, classroom observation, and the role of the prepared adult. By completing this course, participants will be able to provide valuable assistance in creating a supportive, child-centered learning environment.

While the course is self-paced, it is recommended that participants complete one lesson per week, allowing time for hands-on practice and reflection. Below is a suggested schedule:

- **Week 1:** Lesson 1 – Principles of Optimal Learning
- **Week 2:** Lesson 2 – Montessori Philosophy
- **Week 3:** Lesson 3 – Child Development
- **Week 4:** Lesson 4 – Observation: The Keystone Skill
- **Week 5:** Lesson 5 – The Prepared Environment
- **Week 6:** Lesson 6 – The Wonder of the Child
- **Week 7:** Lesson 7 – The Prepared Adult

Tips for Supporting Assistants During the Course:

1. **Schedule Reflection Meetings:** Plan regular check-ins after each lesson to discuss progress and application of course concepts.
2. **Monitor Progress:** Follow the schedule to track each assistant's progress, review the In the Field Guide for further learning, and provide support as needed.
3. **Offer Guidance:** Use the suggestions in each lesson to provide support, encourage self-reflection, and help assistants overcome challenges. Check whether the Power Tools handouts are useful.
4. **Encourage Continuous Learning:** Foster ongoing growth and dialogue with your staff to ensure continual improvement in their practice. Connect resources to their potential application.

Lesson 1: Principles of Optimal Learning

Overview:

Lesson 1 explores the science behind effective learning, drawing from neuroscience, psychology, and biology. It focuses on understanding the elements that make learning meaningful and how the Montessori Method integrates these principles to optimize learning for infants and toddlers.

Learning Objectives:

By the end of Lesson 1, your staff will:

- Understand the foundational principles of optimal learning.
- Learn how movement, control, interest, motivation, and collaboration enhance learning.
- Identify ways to apply these principles in the Montessori classroom.

Video Content Outline:

1. Blueprint for Learning (3 mins)
2. Movement and Learning (9 mins)
3. Control and Order (7 mins)
4. Interest and Context (13 mins)
5. Motivation and Learning (7mins)
6. Collaboration and Learning (8 mins)
7. Interactions and Learning (7 mins)
8. Power Tools for Learning (3 mins)

Administrator Guidance:

Refer to **Lesson 1: In the Field** in the User Manual for videos, articles, and assignments requiring discussion or follow-up.

Lesson 2: Montessori Philosophy

Overview:

Lesson 2 introduces participants to the foundations of Montessori philosophy, highlighting the core principles that guide Montessori education. This lesson offers a historical perspective on Dr. Maria Montessori's approach and explains how her educational philosophy is applied in infant and toddler settings to foster development, independence, and natural learning.

Learning Objectives:

By the end of Lesson 2, your staff will:

- Understand the key principles of Montessori philosophy and their application to infant-toddler environments.
- Learn about Dr. Maria Montessori's contributions to education and how her philosophy supports child-led, hands-on learning.
- Be able to reflect on the Montessori philosophy and discuss how it applies to the children in their care.

Video Content Outline:

1. Blueprint for Learning (6 mins)
2. Evolution of Pedagogy (13 mins)
3. Dr. Montessori: Her Life and Work (9 mins)
4. Philosophical Tenets (24 mins)
5. Power Tools for Learning (3 mins)

Administrator Guidance:

Refer to **Lesson 2: In the Field** in the User Manual for videos, articles, and assignments requiring discussion or follow-up.

Lesson 3: Child Development

Overview:

Lesson 3 focuses on understanding the stages of child development, particularly the critical phases observed in infants and toddlers. It covers key theories of child development, including Dr. Maria Montessori's planes of development, and explains how these stages influence behavior and learning in the early years.

Learning Objectives:

By the end of Lesson 3, your staff will:

- Gain insight into the stages of child development, including Montessori's planes of development.
- Understand how developmental stages affect the behavior and learning of infants and toddlers.
- Be able to observe and support children's growth according to their developmental needs.

Video Content Outline:

1. Blueprint for Learning (4 mins)
2. Developmental Theorists (9 mins)
3. Brain Research (24 mins)
4. Research to Practice (22 mins)
5. Power Tools for Learning (4 mins)

Administrator Guidance:

Refer to **Lesson 3: In the Field** in the User Manual for videos, articles, and assignments requiring discussion or follow-up.

Lesson 4: Observation: The Keystone Skill

Overview:

Lesson 4 highlights the importance of observation as a fundamental skill in Montessori education. Observation allows educators to understand the needs and interests of infants and toddlers, enabling them to provide individualized support. This lesson focuses on developing effective observation techniques and using observation to follow the child.

Learning Objectives:

By the end of Lesson 4, your staff will:

- Understand the role of observation in Montessori education, particularly for infants and toddlers.
- Learn different observation techniques and how to apply them in the classroom.
- Be able to use observation as a tool for understanding and supporting children's developmental needs.

Video Content Outline:

1. Blueprint for Learning (5 mins)
2. The Keystone Concept (7 mins)
3. Scientists in the Field (16 mins)
4. The C.O.R.E. of Observation (16 mins)
5. Observation Practices (19 mins)
6. Power Tools for Learning (4 mins)

Administrator Guidance:

Refer to **Lesson 4: In the Field** in the User Manual for videos, articles, and assignments requiring discussion or follow-up.

Lesson 5: The Prepared Environment

Overview:

Lesson 5 emphasizes the significance of the prepared environment in supporting the development of infants and toddlers. A well-prepared environment fosters independence, curiosity, and exploration, allowing children to engage deeply with their surroundings. This lesson focuses on how to design a physical space that is safe, orderly, and adapted to the developmental needs of young children.

Learning Objectives:

By the end of Lesson 5, your staff will:

- Understand the key components of a Montessori-prepared environment for infants and toddlers.
- Learn how the prepared environment supports independence and developmental growth.
- Be able to reflect on and apply strategies to create and maintain an effective prepared environment for young children.

Video Content Outline:

1. Blueprint for Learning (7 mins)
2. Role of the Environment (21 mins)
3. Order in the Environment (38 mins)
4. Beauty and Movement (26 mins)
5. Cognitive Environment (28 mins)
6. Emotional, Social, and Spiritual Environment (19 mins)
7. Power Tools for Learning (6 mins)

Administrator Guidance:

Refer to **Lesson 5: In the Field** in the User Manual for videos, articles, and assignments requiring discussion or follow-up.

Lesson 6: The Wonder of the Child

Overview:

Lesson 6 explores the natural curiosity and potential of infants and toddlers. Montessori education emphasizes seeing the child as an eager learner with an innate desire to explore the world. This lesson focuses on recognizing and nurturing this sense of wonder while supporting each child's unique development.

Learning Objectives:

By the end of Lesson 6, your staff will:

- Understand the concept of “the wonder of the child” and how it applies to infant and toddler development.
- Learn how to create an environment that encourages curiosity, exploration, and self-discovery.
- Be able to recognize and celebrate each child's unique developmental path and potential.

Video Content Outline:

1. Blueprint for Learning (3 mins)
2. Discover the Child (30 mins)
3. Root Causes of Behavior (9 mins)
4. The Guides (12 mins)
5. Child Guidance (23 mins)
6. Nurture Independence (17 mins)
7. Montessori Decalogue (13 mins)
8. Power Tools for Learning (4 mins)

Administrator Guidance:

Refer to **Lesson 6: In the Field** in the User Manual for videos, articles, and assignments requiring discussion or follow-up.

Lesson 7: The Prepared Adult

Overview:

Lesson 7 focuses on the role of the adult in the Montessori environment. The prepared adult is central to fostering a supportive, calm, and nurturing space for infants and toddlers. This lesson emphasizes self-awareness, patience, and the ability to observe without directing, allowing children to develop independence and confidence.

Learning Objectives:

By the end of Lesson 7, your staff will:

- Understand the qualities of a prepared adult in a Montessori setting.
- Learn how to model calm, focused behavior and guide children by observing their needs without interference.
- Be able to reflect on their role as a prepared adult and implement strategies for personal and professional growth.

Video Content Outline:

1. Blueprint for Learning (5 mins)
2. Professionalism (17 mins)
3. Communication (24 mins)
4. Nurturing Your Spirit (7 mins)
5. Professional Development (7 mins)
6. Power Tools for Learning (5 mins)

Administrator Guidance:

Refer to **Lesson 7: In the Field** in the User Manual for videos, articles, and assignments requiring discussion or follow-up.

Montessori Assistant Toolkit [Early Childhood](#) (ages 3-6) and [Elementary](#) (ages 6-12) Editions are also available.