

Montessori Centre International – Early Childhood Course

PRACTICAL LIFE FILE CHECKLIST

STUDENT NAME: _____ Student No: _____

Course commenced: _____ Group _____

PASS complete and accurate file, ready for practical examinations
 RESUBMIT incomplete file with inaccuracies. Date of resubmission:

NOTE: All required diagrams must be drawn in process. Evidence of reading should be provided where appropriate.

COMMENTS: _____

Marked by _____ Date _____

Moderated by _____ Date: _____

Reflective introduction	
Ground rules Definition of ground rules & explanation why we have them	
Bibliography	Correct Incorrect Not included
Include three activities suitable for older children	

CLASSROOM ETIQUETTE	Notes on how to introduce the following:	CLASSROOM ROUTINES	Notes on how to introduce the following:
Exercise	Comments	Exercise	Comments
How to talk in the classroom		Cycle of activity	
How to walk in the classroom		Personal Hygiene: Use of toilet, Washing hands, Coughing and blowing nose	
Use of work space Rolling a work mat Folding a table mat		Book Corner routine	
Carrying apparatus		Art Corner routines	
Opening and closing Doors and drawers		Fire drill routine	

AREA 1: EXERCISES TO DEVELOP CO-ORDINATION AND MOTOR SKILLS

POURING	Present- ation	Diagram	Additional notes	Comments
Pouring from one identical jug to another				
Pouring into equal containers				
Pouring into two or more different containers				
Pouring through a funnel				
Pouring through a funnel into a marked container				

TRANSFERRING	Present- ation	Diagram	Additional notes	Comments
Transfer with a spoon				
Transfer with tongs				
Transfer and sort with tongs				

OPENING AND CLOSING	Present- ation	Diagram	Additional notes	Comments
Assorted bottles				
Assorted boxes				
Nuts and bolts				
Locks and keys				

CUTTING	Present- ation	Diagram/ Samples	Additional notes	Comments
Safety, handling and manipulation of scissors				
Cutting card – varied length and shaped lines				
Introduction to handling a knife				
Use of a knife				

THREADING	Present- ation	Diagram	Additional notes	Comments
Large Beads on a shoelace				
Beads following a pattern				

SEWING	Present- ation	Samples	Additional notes	Comments
Sewing cards				
Sewing with needle and thread				
Sewing on a button				

COOKING	Comments
Introduction hygiene and safety	
1 Pictorial Recipe 1 Recipe -older children	

WALKING ON THE LINE		SILENCE GAME	
Exercise	Comments	Exercise	Comments
Additional notes based on additional reading and classroom discussion		Additional notes based on additional reading and classroom discussion	

CLASSROOM SKILL	Notes on how to introduce the following:		Notes on how to introduce the following:
Exercise	Comments	Exercise	Comments
Use of glue stick		Use of cellotape	
Use of date stamp		Stapling	
Use of a hole punch		Sharpening pencils	
Use of paper clips		Tracing	
Use of a ruler		Making and using a work folder	
Use of elastic bands		Use of string/wool	

AREA 2: EXERCISES FOR CARE OF SELF

DRESSING ACTIVITIES	Notes on how to introduce the following:		Notes on how to introduce the following:
Exercise	Comments	Exercise	Comments
Putting on and removing on coat/jacket		Putting on and removing Hat/scarf/gloves	
Folding clothes		Polishing shoes	

DRESSING FRAMES	Write a paragraph on how to use the following:		Write a paragraph on how to use the following:
Exercise	Comments	Exercise	Comments
1. Velcro		6. Poppers	
2. Zipping – jean zip		7. Zipping –anorak zip	
3. Buttons – large	diagram	8. Hooks and eyes	
4. Buttons – small		9. Bows	diagram
5. Buckles		10. Shoe Laces	

PERSONAL HYGIENE	Notes on the following:		Notes on the following:
Exercise	Comments	Exercise	Comments
Care of Hair		Care of Teeth	
Plaiting	diagram	Cleaning spectacles	

This section is a natural continuation of classroom etiquette and is introduced once the child is well settled.

GRACE AND COURTESY	Notes on how the following:		Notes on how to introduce the following:
Exercise	Comments	Exercise	Comments
Greeting and Conduct with visitors		Speaking within a group	
Interrupting		Behaviour on outings	
Offering/ refusing help		Special occasions	
Coping with an offence			

MEAL TIMES	Notes on how to introduce the following:		Notes on how to introduce the following:
Exercise	Comments	Exercise	Comments
Laying of table		Table manners and use of eating utensils	
Individual snack		Serving and sharing food at lunchtime	

AREA 3: CARE OF THE ENVIRONMENT

POLISHING	Present-ation	Diagram	Additional notes	Comments
Mirror, wood, silver, brass				

Skills used in conjunction with skills in Area 1 and 2	Notes on how to introduce the following:		Notes on how to introduce the following:
Exercise	Comments	Exercise	Comments
Use of a cloth for mopping up tables/floor		Use of pegs	

LOOKING AFTER CLASSROOM	Notes on how to introduce the following:		Notes on how to introduce the following:
Exercise	Comments	Exercise	Comments
Dusting		Washing polishing cloths and dusters	
Sweeping		Washing paint pots and brushes	
Use of a vacuum/dustbug		Scrubbing tables	
Washing up and drying		Wiping and washing floors	

LOOKING AFTER PLANTS AND ANIMALS	Notes on how to introduce the following:		Notes on how to introduce the following:
Exercise	Comments	Exercise	Comments
Arranging flowers		Planting and caring for the garden	
Care of plants		Care of pets	