March 20, 2020

Dear Keystone Families,

We would like to thank you for the outpouring of support the office has received in the past week. The Keystone Board of Directors deeply appreciates your patience, understanding, and flexibility.

On Wednesday, March 18th, the Keystone Board of Directors and members of the Administration Team met via conference call to reach decisions for our community as we adjust to and prepare for the continued response to the COVID-19 outbreak.  Shared below are the first steps we have taken per Gov. Ducey’s decision to physically close Arizona schools through March 27th and on behalf of our community. We are doing our best to ensure the continued support of our students, staff, and the future of Keystone Montessori.

* On Wednesday night, the board unanimously voted to continue to compensate every Keystone employee through the end of March. As you may be aware, Keystone employs a large number of hourly paid staff. Every member of the Keystone staff is invaluable to our institution. During this time of uncertainty, the administration and Board will continue to do our very best to care for the people who care for your children.
* The state-wide closure of our schools on such short notice made it necessary for the staff at Keystone to work long hours quickly, thoughtfully, and collaboratively to support our students remotely. Tuition payments and extended care payments that have been made for the month of March will not be refunded due to the ongoing efforts of the staff who continue to work through this closure, which was mandated by Gov. Ducey.  If you have particular tuition questions, please contact our business manager, Ms. Kristin at business@keystonemontessori.com.
* In an effort to prepare for what may come, the Administration and Board also discussed the possibility of further school closures in Arizona. Should the governor physically close schools for the remainder of the school year, tuition payments for Toddlers, Children’s House, and Elementary Extended Care will not be collected for the months of April and May. Keystone Staff is currently preparing more robust continued education for your children in the event of a prolonged physical school closure. At this time, we have no confirmation, but are planning for as many possible outcomes as we can.
* In regards to payment of the second half of Extracurricular Activity Fees, Ms. Heather will be in touch to collect or defer this payment dependent upon each families needs.
* The Board of Directors has committed to meeting weekly as the COVID-19 crisis continues to unfold. This will allow us to determine the best course of action for Keystone with the most accurate and current information. You can expect further updates from the Keystone Administration and the Board as we navigate this unprecedented situation. Our next meeting will take place via conference call, on Wednesday, March 25th at 6:00 pm.

At Keystone each decision made by the Board, the administration, the class guides and assistants are always guided by what is in the best interest of the child.  This is a rapidly evolving situation across our neighborhoods, our country and our world. We appreciate your ongoing partnership and support as we make critical decisions to ensure the future of Keystone Montessori.

Sincerely,

The Keystone Montessori Board of Directors