

FAQ: Central Fees, Waiting Lists, Programming 5-29-2020

Dear parents,

There is a lot of information in this document. Hopefully it can provide information to families in a meaningful and timely manner. Please note that new fees, waiting lists, and programming have been implemented in response to the current Covid-19 disruptions schools around the world are experiencing. All information contained in this document is subject to change. Please feel free to contact Central with feedback and/or questions you might have.

Sincerely,
Anita Pishko

Table of Contents

Three Types and Cost of Fees

1. Entry fees
 - a. Enrollment/re-enrollment fee
 - b. Materials fee: volunteer hour exchange
 - c. Technology fee
2. Participation fees
 - a. Summer Session
 - b. Winter Packet/Session
3. Holding fees
 - a. Summer Holding fee
 - b. Grace Period Holding fee **Covid-19**
 - c. State of Emergency Holding fee **Covid-19**

Two Types of Waiting Lists

1. Enrolled and Waiting (EW)
2. Currently Attending and Waiting (CAW) **Covid-19**
 - a. What should I do to place
 - b. When can my child return
 - c. Re-entry of children placed on CAW

Central Programming

1. Current **Covid-19**

2. Summer
3. Re-opening **Covid-19**
4. Future Programming **Covid-19**

Three Types and Costs of Fees

Central uses three different types of fees for specific purposes. Fees allow Central to tailor an individual family's needs specifically to them without increasing tuition costs for other families.

1. Entry fees: enrollment, materials, and technology fees
2. Participation fees: summer session and winter package
3. Holding fees: state of emergency, grace period, summer session

These fees, in general, cannot be prorated, refunded, or applied/credited to other tuitions/fees. The exception to this rule is our State of Emergency holding fee.

What are Entry Fees?

These are three entry fees that allow Central to fully integrate or reintegrate our families into our programs.

Enrollment and Re-Enrollment Fee

This \$300.00 annual fee is used to cover the increased cost of integrating (or reintegrating) and maintaining vital documents and information as a family's transitions or returns to our program.

Materials Fee: V-Hour Exchange

This annual \$600 materials fee allows Central to purchase Montessori materials, furniture, outdoor equipment, certain cultural experiences, and other supplies throughout the year. Parents can offset their materials fee by submitting information about their volunteer hours to Central's [Track It Forward online tracking system](#). Each volunteer hour is equivalent to a \$20.00 exchange.

Technology Fee

Similar to our materials fee, an annual technology fee of \$150.00 for elementary and middle school students is used to purchase STEAM materials, and provide students with important technology that children use independently or collaboratively while on campus or while participating in Airspace Programming.

What are Participation Fees?

These fees are used to secure additional staff and enrichment materials for specific programming such as Central's excellent Summer Session and Winter Package. Both fees are currently \$150.00.

Check the calendar for fee due dates and start dates [here](#).

Summer Session Fee

This annual fee is for children three years and older. This fee is used to bring in additional staff and purchase enrichment materials. It can cover the costs of on and off campus enrichment experiences with community educational specialists as well.

Check our calendar for fee and package dates [here](#).

Winter Package Fee

This fee is for children of all ages. Fees cover additional staffing and enrichment costs. This is an optional program and families must secure a space (spaces are limited) in this exciting and parent-friendly program. It falls within the traditional Christmas/Winter holiday season.

Check our calendar for fee and package dates [here](#).

What is a Holding Fee?

A \$250.00 monthly holding fee will hold a child's position should a family need to pause their child's attendance for a short amount of time. In order to reduce the negative impact a change in agreement/contracts can have on the financial and staffing stability of any program, these fees have been put in place.

These fees are not applicable for all situations. The Director will make the decision about the appropriateness of issuing a holding fee agreement to a family. There is a very limited number of situations in which fees are applicable. Holding fees are non-refundable.

In response to the disruptions caused by Covid-19, there are two new holding fees that may be applicable in limited and specific situations.

What are the 3 Types of Holding Fees?

1. Summer Holding Fee

2. Grace Period Holding Fee **Covid-19**
3. State of Emergency Holding Fee **Covid-19**

All holding fees are currently \$250 per month or session.

Summer Holding Fee

This fee is appropriate when an elementary family needs to withdraw a child for only the summer session while they hold a 12 month contract.

Grace Period Holding Fee

Who may use a grace period?

This fee is appropriate when a new, or a currently enrolled family, perceives that they need additional time before having their child return to, or start at, Central when we reopen our facilities. A child's start or return date can be delayed for up to two months during this period of Covid-19.

When do grace periods begin and end?

The Grace Period may be in effect from the date of our campus reopening to a date that is not later than 60 days from the reopening date or from the contractual start date to a date that is not later than 60 days from the contractual start date.

State of Emergency Holding Fee

This holding fee is part of the State of Emergency Fee and **cannot** be separated from the Airspace Fee in order to maintain our essential Montessori lead teachers.

Can I use the holding fee part of the State of Emergency Fee for other fees or tuition?

No: For each month a family pays the State of Emergency Fee, they can receive one month tuition credit of \$250 once their child's on-campus program resumes. It is a non-prorated, non-refundable fee, and can only be credited to future tuition.

Can holding fees be prorated, refunded or applied to other tuitions or fees?

No: Holding fees, in general, cannot be prorated, refunded, or applied to other tuitions or fees.

Exception: Covid-19 CAW families may apply this fee to future

tuition. Because of Covid-19 disruptions, the Currently Attending and Waiting (CAW) families will be able to apply all State of Emergency holding fees (of \$250.00 a month) to a child's future tuitions: One monthly holding fee will be credited to one month of tuition upon the return of the student or a reopening of the child's on-campus programming, whichever comes first.

Waiting Lists: Entry or Reentry into Central's Programming

Many new families are able to enter Central exactly when they want and/or plan on entering. For a few families, the need to adjust/accommodate different start dates when they are first entering is real. We now find, because of Covid-19 disruptions, that it is also necessary for some of our currently attending families to withdraw and re-enter our program at a later date. Our waiting lists can help us maneuver these tricky times.

What are the types of waiting lists?

Enrolled and Waiting (EW) Families

Central maintains a waiting list for families who have fully enrolled their child in our program and are waiting for the start date to arrive before the child begins to participate in Central's programming. On occasion, an EW start date may be moved up should a space become available before their contractual start date.

Currently Attending and Waiting (CAW) Families

Central has crafted a new waiting list for families who are currently attending and participating in programming but need to withdraw their child from all Central programming because of Covid-19 disruptions. CAW families will need to re-enroll when a position becomes available to their child and receive a new contract with their child's new specific start date.

What should I do to place my child on Central's CAW list?

A family that might need to withdraw and are interested in being placed on the CAW list, should contact the Director to begin this process.

We are committed to maintaining our relationships with these children and families. Please let us know if you need to withdraw your child from programming and we will work hard to find a way for your family to rejoin us as soon as possible.

When can a child re-enter or start attending again if they are on the CAW wait list?

Families on this waiting list cannot be guaranteed a specific start date (unlike the EW families) because of unknowable considerations.

Families (some who have waited for years to join us) on our enrolled and waiting (EW) list must be allowed to begin on their contractual start date (which allows for an earlier start date should a position become available before their original start date).

Special Note: The holding fee included in the State of Emergency Fees, that have already been paid to Central, can be credited, one month at a time, to future tuition once a space becomes available to families who are on the CAW list. A child on this waiting list may be assigned a different classroom and/or teacher. Central will do its best to maintain as much normality for our children as possible.

Central Montessori School Programming

Current Programming: Airspace Distance Learning

Because of Covid-19 disruptions, Central has closed all three campuses and has moved all children and lead teachers to our Airspace distance learning programming. Our wonderful assistants have been placed on furlough. Please find out more about our Airspace distance learning program [here](#).

Summer Programming

Central is, in anticipation of reopening some or all of their campuses, crafting a remarkable summer program for children 3 years old and older. Please find more information about this program [here](#).

What is the Summer Fee?

Central's Summer Programming Fee is \$150, due for children 3 years and older. Please see the section titled "**What are Participation Fees?**" for more information on our summer program.

When does the Summer Program start?

Please check [Central's calendar](#) for tentative dates.

When will Central reopen it's campuses?

Central is waiting for directives to be issued by Governor Northam. We are also in constant communication with our VDSS agents and other private school organizations

regarding guidelines for reopening our campuses. We are preparing for three different opening scenarios. Please check [here](#) for more information.

Future Programming

Like schools around the world, Central is dealing with the unknowable. There is uncertainty regarding our school community's needs, staffing, and critical resources. We are constantly assessing and reassessing information that may inform us about our programming options as we move forward. At this time, we are imaging a hybrid program composed of on campus and Airspace programming. We will keep you informed about our current offerings and thinking.