



A Message from the Head of School

March 31, 2020

Dear Madeira Parents,

On behalf of the Board of Trustees and the school administration, we want to thank you for your commitment to our community. While we cannot predict when or how this crisis will end, we want to assure you that we will continue to be true to our mission and to deliver our exceptional educational program. Our students, your daughters, deserve nothing less.

As with almost all independent schools, our yearly costs for faculty and staff are mostly fixed, as are costs for maintaining our campus. Faculty and staff are maintaining their regular workload, and no staffing changes are planned for the foreseeable future.

With these factors in mind, and recognizing that tuition only covers 67% of our operating costs, the Board and the administration have unanimously approved several refunds, as detailed below.

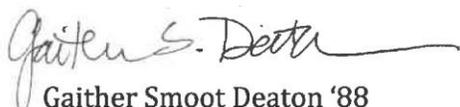
1. Boarding families: \$2,150
2. All families: \$300 in recognition of savings associated with food services
3. Commuter bus routes: full refund for mod 6 and 7 transportation
4. Pre-paid lessons: full refund for unused funds for riding and music lessons

All refunds will be issued in the form of a credit to the student account. Credits for boarding and food services will be adjusted for each family's percentage of pay after financial aid. Beginning on April 20th, families can choose one of three options for credit balances by contacting [Catelyn Cappal](mailto:ccappal@madeira.org) (ccappal@madeira.org):

1. Allow the balance to carry over as a credit against next year's tuition
2. Donate the credit balance as a gift to the Madeira Fund (this gift is tax deductible and a letter recognizing the gift will be issued by the development office), or
3. Request that the credit balance be returned in the form of a check.

We remain optimistic that better days lie ahead, and that our school and our community will not only overcome this crisis but will come out stronger and more connected as we continue to serve our girls.

Sincerely Yours,


Gaither Smoot Deaton '88
Chair, Board of Trustees


Pilar Cabeza de Vaca
Head of School