

Dear BCS Families,

We hope that each of you are doing well during these unusual times.

As president Burcham indicated in his email last week (05/06/2020), there are many other important events occurring between now and mid-June. We know that many of you have things to turn into our office (contracts, payments, etc.) and that for some of you, these are best handled in person. We encourage you to take advantage of the remote opportunities if possible, but if those options are not convenient, we will also be available window service on campus on 5/18 as previously indicated.

Details of Finance Office Availability on 5/18

The finance office will be open for drop-off and pickup services only. Please be respectful of social distancing guidelines. Parents taking advantage of this opportunity should park outside the administrative offices (across from the flagpole) and may come up to the exterior window of the finance office to be helped (please see picture below and attached for reference). In order to best serve you, we ask that checks be pre-written and that credit card payments be made online. If you need information as to the balance of your account, please email Denise Riley at driley@brentwoodchristian.org and she can get this information to you prior to your arrival.

Office hours will be held from 10:00am-2:00pm on 5/18 only. Future opportunities will be communicated at a later date.

- Classrooms/lockers will not be accessible
- Restrooms will not be accessible
- Buildings will not be open
- All participant are required to wear a face covering at all times while on campus

Location of Window:



Prior to participating, you must affirm that you do not currently have any of the following symptoms and/or circumstances:

- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell
- Diarrhea
- Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit
- Known close contact with a person who is lab confirmed to have COVID-19 if exposure to the active confirmed case occurred within the last 14 days

Prepaid Tuition Information

Tuition is due on June 1st and all prepayments made by that date will receive the 1% prepay discount. Prepaid tuition also has the option of waiving our Tuition Protection Plan, if you wish to waive this coverage please enclose the attached waiver with payment. If you decide you would like to purchase this plan it can be added at a cost of 3.25% of total tuition.

In the past you have prepaid tuition and we wanted to reach out and let you know of ways that you can make payments while our offices are working remotely.

- You may mail a check to:
Brentwood Christian School
Attn: Denise Riley
11908 N. Lamar Blvd.
Austin, Texas 78753
- You may schedule an ACH draft to have tuition withdrawn from your account on May 31st
- You may make a credit card payment online at www.brentwoodchristian.org/pay (this option does incur processing fees)
- We are looking at the potential of scheduling an on campus drop off time, if you prefer this method please reply and let us know what you schedule would allow for that
- If you have decided that you would like to convert to a monthly payment plan you may establish a plan at our BCS FACTS Page.

If you would like an exact balance of tuition with prepay discount please let Denise Riley know (driley@brentwoodchristian.org) and she can send those numbers over to you.

***Blessings,
BCS Finance Office, Brentwood Christian School***