

Dear Secondary Parents and Students,

Textbook return and locker clean out is scheduled next week on the following dates and times:

Monday – Wednesday, June 1-3 from 1:00 – 4:00 pm.

Students will begin the process by returning their textbooks, library books, and novels from English classes to the Secondary Office. All textbooks will be checked in for students on an individual basis to ensure that students return the textbooks that were checked out to them.

After checking in their textbooks, students will have the opportunity to turn in athletic attire, clean out their lockers, and pick up notebooks and supplies that they've left in the classrooms. Teachers will not be on campus at the time of the textbook return, so students will need to speak to the person supervising their hallway.

Athletics will be on campus collecting all athletic attire that was issued to student athletes for their participation in spring sports in the Secondary Library. Return your Cheer, Lady Bellas' and or any previous sport uniform that your student has failed to return during the school year.

Sign-ups are scheduled by grade level on the links below. Please make sure that you sign up on the grade level link that your student is currently in attendance to allow for social distancing in the hallways, and remember to bring and wear a face mask. While on the BCS campus, wearing a face covering and social distancing must be followed.

- [11th and 12th Grade Textbook/Uniform Return and Locker Clean Out](#)
- [9th and 10th Grade Textbook/Uniform Return and Locker Clean Out](#)
- [Middle School Textbook/Uniform Return, Locker Clean Out](#)

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.

We appreciate you and are thankful for your support.

Carol Johnson

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Finance Office