



BCS Mission  
"We exist to Love, Educate and Train students  
to be Ambassadors of Christ"

1100 Dorchester Ave.  
West Melbourne, Florida 32904  
321.727.2038 . FAX 321.729.4212  
www.bcsmelbourne.com

## REENROLLMENT GUIDE 2024-25

### REENROLLMENT DATES & GUIDELINES

#### Protected reenrollment dates: January 22 – February 11, 2024

During this protected period, current families are given a discounted rate on reenrollment fees and are given the opportunity to secure their student's place for the next year's class.

- Only students whose family account is current are eligible to reenroll.
- After February 11, 2024, open seats are offered to new students.
- As of March 1, 2024, full reenrollment fees apply.

Reenrollment is finished and your student is placed in a class only after all the following items are completed:

- Online FACTS reenrollment packet is reviewed, updated as needed, and signed by parent(s), submitted.
- Registration fees are paid online.

NOTE: You will receive an immediate acceptance email after completing the steps above. Continued acceptance is conditional upon:

- Student maintains acceptable academic and conduct standards in current year,
- All tuition and fees for the current year being paid in a timely manner, and
- Payment of first tuition payment for the upcoming 2024-25 academic year being tendered on time to BCS in accordance with selected FACTS payment plan.

### REENROLLMENT FEES MAIN 2024-25 SCHOOL YEAR

Reenrollment Fee	\$300 (prior to March 1, 2024) \$400 (after March 1, 2024)
K-12 Student Fee	\$475 per student
Total Reenrollment fees	\$775 (prior to Mar. 1, 2024) \$875 (after March 1, 2024)

Bethany Christian School admits students of any race, color, or ethnicity to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate based on race, color, or ethnicity in the administration of admissions policies, educational policies, or athletics and other school-administered programs.

# REENROLLMENT FEES PRESCHOOL 2024-25 SCHOOL YEAR

Reenrollment Fee	\$175 (prior to March 1, 2024) \$200 (after March 1, 2024)
Preschool Materials Fee	\$65 per student

\* The K-12 student fee covers a portion of the cost of hardback textbooks, disposable workbooks, security, technology expenses and other classroom materials essential to the education of the student.

## REENROLLMENT STEP BY STEP INSTRUCTIONS

### Before You Begin

- You will need to know your FACTS Family Log In (formerly ParentsWeb) to complete the reenrollment packet. If you have forgotten your username/password, email [rcarpenter@bcsmelbourne.com](mailto:rcarpenter@bcsmelbourne.com) for reset.
- If you do not have a login, please follow the **\*Instructions for Creating a FACTS Family Portal Login** listed below.
- The FACTS online process requires that only one parent be given reenrollment rights for each student to avoid duplication. The parent assigned as 'Enrollment Responsibility' has this right. If you need to change this setting prior to beginning the reenrollment process for your student(s), please email [rcarpenter@bcsmelbourne.com](mailto:rcarpenter@bcsmelbourne.com) with the name(s) of the student(s) for whom you are requesting this change.
- NOTE: It is recommended that the reenrollment be completed using a desktop or laptop computer.

## STEPS FOR RE ENROLLMENT PROCESS

### To access Family Log In:

- Go to [www.factsmgt.com](http://www.factsmgt.com) (previously RENWEB - your password will still access both systems: FACTS and RENWEB).
- Select **FACTS Management . . . > Family Log In > FACTS Family Portal** from the drop-down menu.
- District Code: **bre-fl** (not case sensitive).
- Type username and password. (If you have forgotten your username/password, email [rcarpenter@bcsmelbourne.com](mailto:rcarpenter@bcsmelbourne.com) for a reset.)
- After logging in, click **Apply/Enroll** in the left menu.
- Click **Enrollment/Reenrollment** link.
- "Click here to open Enrollment" in orange area.

Our Online Enrollment system will open with a link to the enrollment packet for each student you are responsible for.

- The online process should take approximately 30-45 minutes (per student) to complete.
- All forms must have a **green** check to the left of the form.
- If a **yellow exclamation point (!)** shows to the left of a form, you must go back and provide the required/missing information.

- Your information will be saved if you need to pause and come back later.
- Students going into K5 and/or 7th grades must have an updated immunization record and physical.

### Instructions for **Creating** a Family Log In

- Go to [www.factsmgt.com](http://www.factsmgt.com).
- Select **FACTS Management . . . > Family Log In > FACTS Family Portal** from the drop-down menu.
- After the FACTS Family Portal screen opens, fill out:
- District Code: **bre-fl** (not case sensitive).
  - In the email field, enter your email address provided in your application to the school.
- Click the **Create New Family Portal Account** button.
- Repeat your email and click **Create Account**.
- You will receive an email from FACTS SIS Customer Support containing a link that will allow you to create your username and password. For security purposes the link will remain active for 6 hours.
  - Click on the link. A Change/Create Password screen will open. Create a new password, must be a minimum of 6 characters, they do NOT require capitals, numbers nor symbols.
  - Type in your desired password into the Password field and Confirm field.
- Click **Save Username and/or Password** button.
- Close the window.
- Log into **Family Log In** as instructed above.

# FEES & PAYMENT OPTIONS



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## K5 -12th 2024-25 Main Campus Tuition/Fee Schedule

ENROLLMENT FEES - All Fees Due Prior to Attending Class			Comments	
Application Fee	\$150.00	\$225/family	Non-Refundable	
Registration	\$450.00		Non-Refundable	
Student Fee	\$475.00		Non-Refundable	
International students Application fee \$250 Registration \$900				
RE-ENROLLMENT FEES		Monthly	Annual	Comments
Prior to March 1			\$300.00	Non-Refundable
After March 1			\$400.00	Non Refundable
Student Fee (due by Aug 1, of current school year)			\$475.00	Non-Refundable *
*Student fees include \$50 credit toward one sport per student - non transferrable.				
TUITION		Monthly	Annual	
Elementary - K5-5th Grade		\$790.00	\$7,900.00	
Middle School - 6th-8th		\$820.00	\$8,200.00	
High School - 9th-12th		\$830.00	\$8,300.00	
UNIFORMS				
Student Uniforms		Average cost \$200 varies by student, see our website: www.bcsmelbourne.com - go to far right click <b>Uniforms</b> - click specific category		
EXTENDED CARE FEES per student		Weekly	Main Campus	
<b>REGISTRATION: \$20 PER STUDENT OR \$50 FAMILY (main campus only)</b>				
AM CARE 6:30 am to 8:30 am		\$35.00		All students K5-12th grade
PM CARE 4:00 pm to 5:30 pm		\$35.00		All students K5-12th grade
AM and PM CARE		\$60.00		All students K5-12th grade
Extended Care Late pick up Fees		\$1 per minute	per child	
Registration fee and sign up for extended care is required to be billed out on a monthly plan 10% sibling discount applies to only those students at the main campus for extended care fees.				
DROP IN EXTENDED CARE		Fees apply for those not on an extended care plan above.		
\$5 per every 30 minutes (1/2 hour)		Note the fees are charged from 6:30 am-8:30 am and 4:00 pm-5:30pm		
		Fees are charged per student for any part of a half hour.		
Late pick up fee		\$1 per minute per child		
DISCOUNTS				
10% discount: Sibling(s), First Responders, Active Military (parents only)				
Note all discounts are given AFTER scholarship funds are allocated and are separate from our preschool campus.				
IMPORTANT PAYMENT PROCESS				
The first tuition payment is due in Aug and final payment is in May based on your selection of plan in FACTS Tuition Management System. Please note we will not have a regular tuition payment February 2025 to allow for payment of re enrollment fees.				
STUDENT SERVICES FEE				
Tier 1a - Classroom Accommodation		No fee		
Tier 1b - 1a with added student services support		\$600		
Tier 2 - Elementary Pullout		\$1,200		
Tier 2 - 6th -8th Learning Strategies/Pullouts		\$1,200		
Tier 3a - Special Eagles		\$1,600		
Tier 3b - Special Eagles		\$1,800		
Tier 3c - Special Eagles		\$2,000		
The above fees are for those students that have academic needs that require our Student Services				
Students that receive services will be billed and fees may or may not be covered by scholarship funding				

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# Bethany Christian Preschool



## Tuition Rate Sheet

Application Fee \$25  
Registration \$200 Annually  
Material Fee \$65

### K2 Tuition Options

5 Days/Week M-F 8:30am-3:30pm \$6480 Annually / \$180 week  
5 Days/Week M-F 6:30am-5:30pm \$8640 Annually / \$240/week  
3 Days/Week M/W/F 8:30-3:30 \$130/Week ---- 2 Days T/Th 8:30-3:30 \$95/week

### K3 Tuition Options

5 Days/Week M-F 8:30am-3:30pm \$6120 Annually/ \$170 week  
5 Days/Week M-F 6:30am-5:30pm \$8280 Annually/ \$230 week  
3 Days/Week M/W/F 8:30-3:30 \$120/week ---- 2 Days T/Th 8:30-3:30 \$90/Week

### K4/Vpk Options

5 Days/Week VPK (With ELC Voucher) M-F 8:45am-11:45pm FREE  
5 Days/Week VPK (With ELC Voucher) M-F 8:30-3:30 \$3960 Annually/ \$110 week  
5 Days/Week VPK (With ELC Voucher) M-F 6:30am-5:30pm \$5400 Annually/ \$150 week

Special Eagles Tier 3 K3/K4 Tuition \$7010 T3 Services \$2400  
M-F 8:30-3:30

Early/Aftercare is \$10/Hr or \$65/week (unless  
you are on the 6:30-5:30 tuition plan)

#### Off School Days/Holiday Weeks/Summer Care

\$200/Week 7am-5pm For Preschool Children or \$40/Day K4  
\$200/Week 7am-5pm For Preschool K2/K3 or \$45/Day

\*\*Must Sign Up Prior to Holiday  
available Holidays will be posted\*\*

\*\*Summer Runs for 8 Weeks

### DISCOUNTS

10% Off each additional child's tuition within Preschool  
Ask about Employee Discount Benefits



Effective Nov 1st 2023

The following payment options are available through [FACTS Tuition Management](#).

### **Ten Monthly Payments**

- August 2024 (or upon acceptance) through May 2025
- Automatic bank draft or debit/credit card

### **Semester Payments**

- August 2023 (or upon acceptance) and December 2023
- Automatic bank draft, debit/credit card or check

### **Payment in Full**

- August 2023 (or upon acceptance)
- Automatic bank draft, debit/credit card or check

NOTE: A processing fee will be collected by FACTS for all debit and credit card payments.

**Questions?** Email [rcarpenter@bcsmelbourne.com](mailto:rcarpenter@bcsmelbourne.com) or call the Office at 321.727.2038.

*Revised 12/13/2023*