

Brooker Creek Elementary

3130 Forelock Rd
Tarpon Springs, FL 34688
Phone (727) 943-4600

Jennifer Mekler, Principal

Abby Cannata, Asst. Principal

April 9, 2020

Dear Parents,

Due to the current status of school closings, all field trips scheduled for the remainder of the school year have been cancelled. We made this decision now so we have time to process refunds in a timely manner. We are working with the district auditing department on an effective and efficient process to refund monies as quickly as possible. Attached below you will find a link to an interactive refund request form. We are asking for parents to please complete the form online and submit it no later than April 30, 2020. We will be processing refund checks in the coming weeks using the information provided on the interactive form and the amount paid on our signature sheets for each field trip. We will mail refund checks to the address provided on interactive refund request form.

As you complete the refund request form, it is very important the name you list on the form be the name of the person the check will be payable to. In addition, we ask as soon as you receive these checks to please deposit/cash them as soon as possible. This will assist us with closing our school financial records at the end of May. Thank you for understanding in advance as we navigate remotely. If you have any questions, please email our bookkeeper, Lynda Anderson, at andersonl@pcsb.org or by calling 727.943.4602.

Please click the link below to access the Refund Request Form.

[Brooker Creek Field Trip Refund Form.](#)

Sincerely,

Jennifer Mekler
Principal
Brooker Creek Elementary