



THE A CLASSICAL  
CHRISTIAN ACADEMY  
OAKS

11711 E 24th Ave — Spokane Valley, WA 99206  
509-536-5955 — [www.theoakssca.org](http://www.theoakssca.org)

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May 18, 2022

Dear Oaks Families,

As this school year draws to a close, we are excited and grateful to be looking forward to the upcoming school year with your family. In preparation, we have compiled this packet for the 2022–23 school year. Please take time to review these documents and respond accordingly. Your promptness in completing the necessary forms is greatly appreciated.

### 2022–23 School Year Packet

1. **Tuition, Fees, and Payments Letter** — Please read this letter from The Oaks Bookkeeper, Michelle Lilly regarding tuition, fees, and payments for the upcoming school year.
2. **Instructions for Submitting Required Forms** — Complete instructions on submitting all required forms for the 2022–23 school year are included in this packet. These yearly forms in Jupiter have been condensed, simplified, & improved this year. *All applicable documents should be submitted through Jupiter by Friday, June 3. \*Please note that fourth quarter report cards will be withheld if these forms are not completed by the due date.*
3. **Immunizations** — Parents with children entering seventh grade should check with their family doctor about current immunization recommendations. All new students need to have a copy of their immunizations sent in to the school office by June 3 – this includes all Kindergarten students and any new students in 1st through 12th grades. Whenever your child receives immunizations, please be sure to submit an updated record to the school office.

The *Parents* tab on the school website is a helpful resource for the upcoming school year.

- **Calendar and Schedules** – Contains The Oaks’ Google calendar (*can be added to your personal calendar*), significant dates for the upcoming year, and schedules for the Grammar and Logic & Rhetoric Schools (*as they are available*).
- **Handbooks** – Contains The Oaks’ Student-Parent Handbook (*2022–23 version coming soon*)
- **Uniforms** – Contains The Oaks’ Uniform Policy, Pictorial Handbook, and links for ordering.
- **Family Directory** – password: *mightyoaks*
- **Supply Lists** – Contains classroom supply lists and literature lists (*as they are available*)
- And more...

Please feel free to contact me with any questions you have regarding this packet’s contents and/or the upcoming school year.

Blessings,  
Anya Schnell  
Registrar/ Admissions Officer

*“They will be called oaks of righteousness, a planting of the Lord for the display of His splendor.” Isaiah 61:3*





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May 18, 2022

Dear Oaks Families,

Tuition and fee reports for the upcoming school year are now available in Jupiter. At this time registration fees, tuition, and resource fees for 2022–23 have been entered and can be seen on the Jupiter parent portal by clicking on the *Pay* tab within the 2022–23 school year. Please feel free to contact me if you have any questions.

**Tuition Payments:**

- Tuition payments for the 2022–23 school year will be automatically withdrawn on the 5th of each month beginning in July and continuing through June. In July, those enrolled in automatic monthly bank payments will see tuition marked as paid in full within Jupiter, but your payment will still be made monthly.
- Resource fees will be added to your monthly tuition payment. *If you would prefer to pay the resource fee separately please let me know by Friday, June 3.*
- As projected enrollment impacts our decisions regarding expenses for the 2022–23 school year, please understand that the summer tuition payments, registration, and resource fees are not refundable or transferable.
- We have families in our wait pool and we would like to let them know if any openings become available; therefore, if your enrollment plans change please contact the school office as soon as possible.

**Other Payments/Jupiter:**

- Additional fees (athletics, theatre, events, etc.) will be added to your invoice throughout the school year.
- These fees may be paid through Jupiter (credit card or checking/savings account) or in the school office (cash or check).
- Through Jupiter, fees and payments for all of your children should appear on your invoice. If this is not the case or you need further instructions, please contact Anya Schnell.
- Please note that summer fees and payments are found separately under the year “2022 Summer”.

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## 2022–23 TUITION, FEES, & PAYMENTS LETTER

### **To make payments through Jupiter:**

*\*Please note that there is a small convenience fee for payments made through Jupiter.*

1. Log into your parent portal and select *Pay* on the menu. *This will show your current invoice.*
2. Check that you are in the same school year as the fee you are paying. Switch to the 2022–23 school year at the top to pay fees for the upcoming year (*resource fees, fall field trips, etc.*) or summer 2022 to pay fees for summer activities (*summer conservatory, summer athletics, etc.*)
3. Click the *Pay* button and select your payment method and amount.

### **Commonly Asked Questions about Jupiter Payments:**

- ❖ **What types of payments may be made in Jupiter?**  
*Jupiter allows you to pay via a checking/savings account or a credit/debit card. When setting up a checking/savings account there will be two small deposits made into your account and an email request to validated these deposits. This process will take a couple of days, but once set up Jupiter will remember credit/debit and checking/savings information for future payments. Payments via cash or check may be made in the school office and will be credited to your Jupiter invoice.*
- ❖ **Can I pay an amount that is different than what is “due” in Jupiter?**  
*Yes! If a fee has not been entered yet or is not currently due the “Balance on Invoice” will show \$0. When you pay you have the option to enter the amount you would like to pay. If paying a fee that has not been entered yet, Jupiter will automatically apply the credit to your fee once it is entered.*
- ❖ **What is “Auto-Pay” within Jupiter?**  
*If you select the “Auto-Pay” check box, Jupiter will automatically pay any current fees each month, sending you an email prior. \*Note: Monthly tuition payments are automatically withdrawn through The Oaks’ bank, not Jupiter. Therefore if you need to change your bank information for tuition payments please use the “Automatic Bank Withdrawal” Form.*

Please contact us if you have any questions. We would be happy to answer them. Thank you!

Sincerely in Christ,

Michelle Lilly  
Bookkeeper



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## INSTRUCTIONS FOR SUBMITTING REQUIRED FORMS

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### **Due by Friday, June 3.**

The office ladies are offering a special treat for the first class to complete all of their forms (in each the Grammar School and the Logic & Rhetoric School).

*\*Fourth quarter report cards will be withheld if these forms are not completed by the due date.*

***These forms are only available within the 2022–23 school year.***

*The school year drop-down menu appears at the top of your parent portal screen directly under your child's name.*

#### **1. Family Information**

*This form incorporates information which pertains to the entire family; therefore, it only needs to be completed within one child's account and will then be applied to all of your children.*

The following is included in this form:

- Contact Information – Please complete this section to ensure there is current information on file for all parents.
- Grandparent Information – This information keeps grandparents informed and includes them as an integral part of the community here at The Oaks. We love being able to have a multi-generational school community.
- Emergency Contact Information – Please be sure that there are at least two contacts on file for your children.

#### **2. Student Information**

*This information is required for students individually, so you will need to complete this form for each child.*

***Pro Tip:*** *Sign into Jupiter in multiple tabs through your browser to open multiple children's forms simultaneously. This will allow you to easily copy & paste any information that pertains to more than one child.*

The following is included in this form:

- Pictures Release
- Medical Release Waiver – The Oaks is required to have a new medical release waiver on file for each student every school year.
- Immunization Records – The Oaks is required to have current immunization records on file for each student. Files or photos may be uploaded or a physical copy may be submitted to the school office.
- Corporal Discipline Form (K–5th only)

We hope these instructions are clear and helpful. Please let us know if we can assist you in any way as you complete these items. Anya Schnell, Registrar, is available if you have questions or need assistance. Your feedback is helpful in identifying issues and improving our systems.