



THE A CLASSICAL  
CHRISTIAN ACADEMY  
OAKS

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#### Administration

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April 6, 2023

Dear Oaks Families,

As we approach the last quarter of this school year, we are excited and grateful to be looking forward to the upcoming school year with your family. This is your 2023–24 school year packet. Please review these documents and respond accordingly. All students are required to have the necessary yearly forms and immunization records on file when they attend in the fall. In order to process these effectively and equitably we ask all forms be completed by Friday, May 5. Your promptness in attending to these details in a timely manner is greatly appreciated by all, but is a special kindness to our hardworking office ladies.

#### 2023–24 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 2023–24 school year are included in this packet. These yearly forms in Jupiter only need to be reviewed, edited, and re-submitted from last year. ***All applicable documents should be submitted through Jupiter by Friday, May 5.*** \*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 7th 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 May 5 – 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. Updates to these materials are posted as they become available.

- **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, Logic & Rhetoric Schools
- **Handbooks** – Contains The Oaks' Student-Parent Handbook
- **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
- And more...

Please feel free to contact me with any questions you have regarding this packet's contents and/or the upcoming school year. We are excited to welcome you to a new building!

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*

## 2023–24 TUITION, FEES, & PAYMENTS LETTER



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April 6, 2023

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 2023–24 have been entered and can be seen on the Jupiter parent portal by clicking on the *Pay* tab within the 2023–24 school year. Please feel free to contact me if you have any questions.

### Tuition Payments:

- Tuition payments for the 2023–24 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 2.*
- As projected enrollment impacts our decisions regarding expenses for the 2023–24 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 and monthly invoice reminders will be sent.
- 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 “2023 Summer.”

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

## 2023–24 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 2023–24 school year at the top to pay fees for the upcoming year (*resource fees, fall field trips, etc.*) or summer 2023 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.*
- ❖ Why are there sometimes two different balances in Jupiter?  
*When you look at your Jupiter invoice, you may see two different balance amounts listed: “Balance on Invoice” and in some circumstances “Net Balance”. The “Balance on Invoice” shows the amount due for the current month and is the same amount displayed on your monthly invoice reminder. The “Net Balance” shows amounts due in the future (such as an upcoming field trip or event for which you are registered).*
- ❖ What is “Auto-Pay” within Jupiter?  
*If you select the “Auto-Pay” check box, Jupiter will automatically pay any current fees each month. \*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, May 5.

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.*

Your *FAMILY INFORMATION* and *STUDENT INFORMATION* forms are autofilled from the current school year's forms; therefore, you need only review, make any edits, and resubmit these forms in the upcoming school year.

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1. **Log in** to your Jupiter parent portal
2. Switch to the **2023–24** school year
  - ▶ **Computer View:** at top left, below student's name  
Select *The Oaks Grammar (or Secondary) 2023–24*
  - ▶ **Mobile View:** menu bar at top right, below student's name  
Select *2023–24 The Oaks Grammar (or Secondary)*
3. Select **Forms** from the main menu (*towards bottom*)
4. Select **FAMILY INFORMATION**
5. **Review** information input previously, checking for updates and inaccuracies, and make any necessary edits.
  - ▶ If all information is accurate and no edits are made, then uncheck & recheck **Complete**.  
*This step is very important, as your form will show as incomplete to the office if no edits have been made.*
6. Click **Submit**
  - ▶ You should now see a check mark ✓ next to the *Family Information* form to show it is complete. This form is now complete for all of your enrolled children for the 2023–24 school year.
7. Select **STUDENT INFORMATION [K–5TH]** or **[6–12TH]**
8. **Review** information input previously, checking for updates and inaccuracies, and make any necessary edits.
  - ▶ If all information is accurate and no edits are made, then uncheck & recheck **Complete**.  
*This step is very important, as your form will show as incomplete to the office if no edits have been made.*
9. Click **Submit**
  - ▶ You should now see a check mark ✓ next to the *Student Information* form to show it is complete.
10. Select your next child's account at the top of the screen and repeat steps 7 through 9 for each child enrolled for the 2023–24 school year. **Pro Tip:** *Verify that you are in 2023–24 each time you toggle between your children.*

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- ◆ STUDENT INFORMATION forms are autofilled from the current school year's forms; therefore, you need only review, make any edits, and resubmit these forms (*with two exceptions listed below*).
- ◆ Incoming 6th grade parents need to complete this form in its entirety. *The 6th grade form is new to these students as it excludes the corporal discipline portion.*
- ◆ Incoming 7th grade parents need to complete this form in its entirety *The 7th grade form is new to these students as they are entering a new school, The Oaks Secondary.*

***Pro-tip for incoming 6th & 7th grade families:***

*Open Jupiter in two screens side-by-side, showing both the completed form in the 2022–23 school year and the blank form in the 2023–24 school year. Then copy & paste from one to the other, using the shift button to highlight each desired selection.*

❖ **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.

❖ **STUDENT INFORMATION**

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



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April 6, 2023

Dear Oaks Family,

We're so glad that you are a part of The Oaks family. What happens here, inside and outside the classroom, is worth celebrating. In an effort to make that experience as affordable as possible, The Oaks Board of Directors has made a conscious effort to keep tuition reasonable. Over the years, tuition increases have not matched inflation rates as a way to keep an Oaks education within financial reach. The operation of the school, however, still has to match inflation.

You can help keep tuition affordable by joining Friends of The Oaks.

Friends of The Oaks is a group of financial supporters whose recurrent gifts of \$100 or more per month anchor the budget as we plan for the future. Friends of The Oaks support the Annual Fund which includes teacher salaries, student scholarships, athletics, theatre, conservatory, and more.

When you join Friends of The Oaks, you will be richly blessed by the fellowship and shared vision found in this group of loyal supporters.

Joining Friends of The Oaks is easy.

Visit [www.theoaksscca.org](http://www.theoaksscca.org) and select the *Support The Oaks* tab. Click the button labeled *Join Friends of The Oaks*.

If you have any questions or want to learn more, please email me.

In Christ,

Shelley Moss  
Development Director