THE A CLASSICAL CHRISTIAN ACADEMY OAKS
11711 E 24th Ave | Spokane Valley, WA 99206
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April 3, 2024

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 2024–25 school year packet. Please review these documents and respond accordingly. Please complete all forms by Friday, April 26.

2024–25 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 2024–25 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, April 26.*** **Please note that a $50 late fee will be applied to your Jupiter invoice for any forms not completed on time & fourth quarter report cards will be withheld if these forms are left uncompleted.*
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 April 26 – this includes all Junior Kindergarten & 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***
- ***Handbooks***
- ***Uniforms***
- ***Family Directory*** – password: *mightyoaks*
- ***Supply 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 school year!

Blessings,
Anya Schnell
Registrar/Admissions Officer

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Michelle Lilly
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April 3, 2024

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 2024–25 have been entered and can be seen on the Jupiter parent portal by clicking on the *Pay* tab within the 2024–25 school year. Please feel free to contact me if you have any questions.

Tuition Payments:

- Tuition payments for the 2024–25 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 be added to your monthly tuition payment. ***If you would prefer to pay the resource fee separately please let me know by Friday, June 14.***
- As projected enrollment impacts our decisions regarding expenses for the 2024–25 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:

- All additional fees (athletics, theatre, events, Conservatory, 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 "2024 Summer."***

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To make payments through Jupiter:
**Please note, there is a small convenience fee, collected by Jupiter, 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 2024–25 school year at the top to pay fees for the upcoming year (*resource fees, fall field trips, etc.*) or summer 2024 to pay fees for summer activities.
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 to validate 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.
- What is "Auto-Pay" within Jupiter?
  If you select the "Auto-Pay" check box, Jupiter will automatically pay any current fees each month. (The "Auto-Pay" feature becomes available after a checking/savings account or a credit/debit card has been setup & verified. Please see above.)
  **__Note__: Monthly tuition payments are automatically withdrawn through The Oaks' bank, not Jupiter. Therefore, please use the "Automatic Bank Withdrawal" form if you need to change your bank information for tuition payments.*
- 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).
- 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.

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

Sincerely in Christ,

Michelle Lilly
Bookkeeper

THE A CLASSICAL CHRISTIAN ACADEMY OAKS

INSTRUCTIONS FOR SUBMITTING REQUIRED FORMS

Due by Friday, April 26.

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

**A $50 late fee will be applied to your Jupiter invoice for any forms not completed on time & fourth quarter report cards will be withheld if these forms are left uncompleted.*

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.

1. **Log in** to your Jupiter parent portal

2. Switch to the **2024–25** school year
   - Computer View: at top left, below student's name
     Select ***The Oaks Grammar*** *(or* ***Secondary)*** ***2024–25***
   - Mobile View: menu bar at top right, below student's name
     Select ***2024–25 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 2024–25 school year.

7. Select ***STUDENT INFORMATION [JrK–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 2024–25 school year. ***Pro Tip:*** *Verify that you are in 2024–25 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 2023–24 school year and the blank form in the 2024–25 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 local contacts (other than parents) 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.
***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 including insurance provider & policy information. *Please note: Health insurance information must be complete. If your family subscribes to a healthshare program (such as Samaritan Ministries, etc.), please enter the name of the organization into the Provider field and enter your member ID into the box for Policy(ID)#. Do not enter "cash" or "n/a," etc. Please contact the office if you have any questions.*
- 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 (JrK–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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Shelley Moss
Development Director
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April 3, 2024

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 so as 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.theoakscca.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