THE A CLASSICAL CHRISTIAN ACADEMY OAKS
11711 E 24th Ave | Spokane Valley, WA 99206
office@theoakscca.org | 509.536.5955 | *www.theoakscca.org*

Administration
Charlie Dowers
Head of School
charlie.dowers@theoakscca.org
Kenneth V. Trotter
Grammar, Logic & Rhetoric
School Dean
ken.trotter@theoakscca.org
Anya Schnell
Admissions Officer & Registrar
anya.schnell@theoakscca.org

May 15, 2025

Dear Oaks Families,

As we approach the end of this school year, we are excited and grateful to be looking forward to the upcoming school year with your family. This is your 2025–26 school year packet. Please review these documents and respond accordingly. Please complete all steps within Annasis by Friday, May 30.

2025–26 School Year Packet

1. **Tuition, Fees, and Payments Letter —** Please read this letter from The Oaks Business Officer, Mark LaVoie regarding tuition, fees, and payments for the upcoming school year.
2. **Instructions for Annasis Enrollment Process —** Complete instructions on enrolling via Annasis, the new student information system, for the 2025–26 school year are included in this packet. Once enrolled in Annasis, subsequent yearly forms will only need to be reviewed and edited. ***All applicable checklist steps should be completed through Annasis by Friday, May 30.*** **Please note that a $125 application fee will be turned on after this time, and you will be unable to complete this process without payment.*
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 submitted in Annasis or sent in to the school office by May 30 – 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***
- ***Family Directory*** – password: *mightyoaks*
- ***Handbook***
- ***Uniforms***
- ***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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Mark LaVoie
Business Officer
mark.lavoie@theoakscca.org

May 15, 2025

Dear Oaks Families,

Tuition and fee reports for the upcoming school year will be available in Annasis soon. Once available, registration fees, tuition, and resource fees for 2025–26 can be viewed via the parent portal link on Annasis. You will receive a message with further details when this information is available in the new system. Please feel free to contact me if you have any questions.

Tuition Payments:

- Tuition payments for the 2025–26 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 Annasis, 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 13.***
- As projected enrollment impacts our decisions regarding expenses for the 2025–26 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/Annasis:

Please note that the payment features within Annasis will be expanded over the coming months.

- All additional fees (athletics, theatre, events, Conservatory, etc.) will be registered and paid for through Annasis.
- These fees may be paid through Annasis (credit card) or in the school office (cash or check).
- Through Annasis, fees and payments for all of your children should appear on your order screen. If this is not the case or you need further instructions, please contact Anya Schnell.
- Annasis allows you to pay via a credit/debit card. Payments via cash or check may be made in the school office and will be applied to Annasis.
  **Note*: Monthly tuition payments are automatically withdrawn through The Oaks' bank, not Annasis. Therefore, please use the "Automatic Bank Withdrawal" form in Jupiter if you need to change your bank information for tuition payments.*

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

Sincerely in Christ,

Mark LaVoie
Business Officer

THE A CLASSICAL CHRISTIAN ACADEMY OAKS

ANNASIS ENROLLMENT PROCESS FOR 2025-26 SCHOOL YEAR

Due by Friday, May 30

**The regular $125 application fee is currently turned off within Annasis for this set-up phase. It will be turned on beginning June 1, necessitating payment at that point. Fourth quarter report cards will be withheld for families who have not completed this process at the end of the school year.*

ONCE YOU HAVE COMPLETED THE ENROLLMENT PROCESS WITHIN ANNASIS THE INFORMATION WILL BE SAVED AND ONLY UPDATES WILL NEED TO BE MADE IN THE FUTURE.

We are excited to announce Annasis, The Oaks' new student information system, and are extremely grateful for your help in getting this off the ground for the 2025-26 school year. Thank you!

A few notes to keep in mind as you go through this process:

- Each Oaks family is going through this process as a new family would. The goal of this is to give The Oaks clean data in the new system.
- This year the entire process will take 30–45 minutes to enroll your child(ren); however, next year the data will auto-populate and you will only need to verify & edit the data, making this same process closer to 2 minutes. YAY!
- Emails connect the person to the data; therefore, **it is extremely important that you use the SAME EMAIL ADDRESS for everything you do in Annasis**, whether you are registering for an account, signing up for summer camps, or selling uniforms on the uniform swap.
- Because this is a new system and improvements are being made regularly if you see a pop-up that says "Rejoining Server" it means a change is being pushed through. Please refresh your screen and try again. The majority of this will happen at night to minimize disruption, but some changes will need to be made more quickly. Thank you for your patience.

PHASE 1 | REGISTER FOR ACCOUNT

https://theoaks.annasis.com

1. Go to https://theoaks.annasis.com
2. Click "Register" to create a new account
   - Enter email, create password, enter name, & answer challenge question *(the answer is "10")*
   - **Note:** *When one parent creates account and completes the phases below for their family, a record is automatically created for the other parent(s). The other parent(s) then only needs to register for an account and their family's information will link up. Just make sure the email addresses used match (for ex. Dad's email is Dad'sPersonalEmail@gmail.com and Mom's email is Mom'sPersonalEmail@gmail.com must be the same when each parent registers).*
3. Check email to confirm account
   Note: *If the confirmation email does not appear in your inbox within a few minutes, please check your spam/junk folder. Add "noreply@annasis.com" to your contact list and/or allowed senders to prevent these emails from going to your spam/junk.*
4. Click confirmation link in email and log into account
5. Upload profile photo *(opt.)*
   - **Note:** *pictures must be jpg, jpeg, or png and limited to 4MB*

PHASE 2 | COMPLETE ADMISSIONS INTEREST
https://theoaks.annasis.com/admissions

6. Go to "Admissions" on left side bar

7. Select "2025–2026 School Year" from the drop down menu

8. Enter Parent Information
   - Father's Name, Phone Number(s), and Email
   - Mother's Name, Phone Number(s), and Email
   - Other Parent's Name, Phone Number(s), Email, and Relationship to Student
     Note: *"Other Parent" is an additional guardian, such as a step-parent. Emergency Contacts will be added at a later step. Check "Other Parent Not Applicable" if no additional guardians.*
   - Click "Save"

9. Enter Address
   - Click "Save"
   - **Note:** *If Mailing Address is different than Physical Address, please uncheck "Home Address Same as Mailing Address" and enter the Mailing Address.*

10. Under "Students you wish to enroll/re-enroll for the selected School Year" select "Add a new Student" and enter your child's information.
   - "School & Year Attending" is upcoming school year, 2025–2026
   - Repeat for each of your children
   - "Save & Submit" once you have entered all of your children

11. YOU HAVE NOW COMPLETED THE ADMISSIONS INTEREST PHASE!
The school administration will review and approve your Admissions Interest at this point.
   - Once approved, you will receive an email with a link to the next step, the "Enrollment Application."
   - If link is unavailable, once approved, you can log into your account, click "Parent Portal" on left, select the menu button at the top left, and choose "Enrollment Application"
   - The approval process grants you access to the new parent portal. If you don't see the Parent Portal on the left hand side, please log out and log back in (t*his is a one-time action*).
   - Parent Portal – https://theoaks.annasis.com/parent

PHASE 3 | COMPLETE ENROLLMENT APPLICATION

https://theoaks.annasis.com/parent/enrollment/enrollmentapplication

12. Upon receiving approval, click link in email or go to https://theoaks.annasis.com/parent/enrollment/enrollmentapplication to begin the "Enrollment Application."

13. Select "2025–2026 School Year" from dropdown in the enrollment year box.

14. Click on your first child's checklist and complete each item in the checklist.
    - *Complete the entire checklist for one child at a time, before beginning the checklist for another child*
    - ***Once submitted, checklist items cannot be revisited, so please double-check answers as you go.***
    - *The progress bar at the top of the screen provides an estimated time left to complete the checklist, with each item having individual estimated time.*
    - *Each checklist item must be completed, but some items are optional so you can click on "Skip this step and continue" after selecting the item to move through the process more quickly.* 😊
    - *Student photos (opt.) should be a headshot and may take a couple of minutes to upload (only click "save" once).*
      Note: pictures must be jpg, jpeg, or png and limited to 4MB

15. **THE APPLICATION CHECKLIST IS COMPLETE!**
    The school administration will review and approve your Admissions Interest at this point.
    - Once approved, you will receive an email with a link to the next step, the "Enrollment/Re-Enrollment Checklist."
    - If link is unavailable, once approved, you can log into your account, click "Parent Portal" on left, select the menu button at the top left, and choose "Enrollment/Re-Enrollment"
    - The approval process grants you access to the enrollment/re-enrollment phase. These are the yearly medical release forms and should be somewhat familiar. Remember this system will save your information through, so that in future years you will simply be reviewing and updating.
    - Parent Portal – https://theoaks.annasis.com/parent

PHASE 4 | COMPLETE ENROLLMENT/RE-ENROLLMENT CHECKLIST

https://theoaks.annasis.com/parent/enrollment/enrollment

To help expedite this step, pull up your child's Student/Family Information forms in Jupiter on a split screen to copy & paste the data as applicable.

16. Upon receiving approval, click link in email or go to https://theoaks.annasis.com/parent/enrollment/enrollment to begin the "Enrollment/Re-Enrollment Checklist."

17. Select "2025–2026 School Year" from dropdown in the enrollment year box.

18. Click on your first child's checklist and complete each item in the checklist.
    - *Complete the entire checklist for one child at a time, before beginning the checklist for another child*
    - ***Once submitted, checklist items cannot be revisited, so please double-check answers as you go.***
    - *The progress bar at the top of the screen provides an estimated time left to complete the checklist, with each item having individual estimated time.*
    - *Each checklist item must be completed, but some items are optional so you can select "Skip this step and continue" after selecting the item to move through the process more quickly.* 😊

19. The Health History section is required, so please enter "*None*" if it does not apply to your child.
    - **Medical Insurance** — 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.
    - **Dental Insurance** — Enter "*None*" if applicable
    - **Immunization Records** — The Oaks is required to have current immunization records on file for each student. If you are able to upload your child's most current records at this time that would be greatly appreciated. However, to help expedite this process the office will upload the records already on file as needed. So, if your child's immunization records on file are current, this is an optional step.

20. **CONGRATULATIONS! YOU ARE OFFICIALLY ENROLLED FOR THE 2025–2026 SCHOOL YEAR!**
    Thank you for helping to get The Oaks ready to move to Annasis for the upcoming year. We are excited to share with you all the features this system has to offer in the coming months and years.

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.

FRIENDS OF THE OAKS

Friends of The Oaks is a group of financial supporters whose recurrent gifts of $1200 or more per year anchor the budget as we plan for the future. Friends of The Oaks support the Annual Fund which includes teacher salaries, student scholarships, athletics, theater, conservatory, and more.

Join Us. It's easy.

Visit www.theoakscca.org and click the Support The Oaks tab. Click the button that says "Join Friends of The Oaks."

Questions? Contact Shelley Moss at shelley.moss@theoakscca.org

Did You Know You Can…?

—Tips & Tricks for Oaks Parents—

On The Oaks Website

Helpful resources and information are available at *www.theoakscca.org*.

- News:
  The *Current School News* page is available under the *News* tab and is updated every Thursday during the school year with a text notification sent via Jupiter.
- Calendar:
  The Oaks calendar and class schedules are available on the *Calendar and Schedules* page under the *Parents* tab. You can add the Google calendar to your own by following the instructions listed there.
- Family Directory:
  Looking for a class roster or a parent phone number? You can find these in the *Family Directory* under the *Parents* tab.
  Password: mightyoaks
  **This is intended for current families and should not be used for solicitations.*