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

April 23, 2026

Dear Oaks Families,

As we begin the 4th quarter, we are excited and grateful to be looking forward to the upcoming school year with your family. This is your 2026–27 school year packet. Please review these documents and respond accordingly. Please complete all steps within Annasis by Friday, May 8.

2026–27 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 Re-Enrollment Checklist —** Instructions on completing the checklist in Annasis, for the 2026–27 school year are included in this packet. Good news! Since you enrolled in Annasis last year, forms only need to be reviewed and edited. ***All applicable checklist steps should be completed through Annasis by Friday, May 8.*** **Please note that a $50 fee will be applied after this time.*
3. **Immunizations —** Parents with children entering Kindergarten and 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 by May 8 – this includes all Junior Kindergarten students and any new students in Kindergarten through 12th grades. Whenever your child receives immunizations, please be sure to submit an updated record to the school office. Updated records can be uploaded any time.

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***
- ***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

April 23, 2026

Dear Oaks Families,

Tuition and fee reports for the upcoming school year will be available in Annasis by June 1. Once available, tuition and resource fees for 2026–27 can be setup for payment via the Parent Portal on Annasis. You will receive detailed instructions when this information is available in the new system. Please feel free to contact me if you have any questions.

Tuition Payments:

- You will need to select your method of payment for tuition once tuition & fees are set up in Annasis. Please note that credit card payments will include a service fee when being used for tuition. As of Monday, you can now set up ACH in Annasis to prepare for an easy transition. Full instructions will be sent once tuition and fees have been entered.
- Tuition payments for the 2026–27 school year will be automatically withdrawn through Annasis on the 5th of each month beginning in July and continuing through June.
- 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 12.***
- As projected enrollment impacts our decisions regarding expenses for the 2026–27 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:

- All additional fees (athletics, theater, events, Conservatory, etc.) are registered and paid for through Annasis via ACH (checking/savings) or card (credit/debit).
- Within the Parent Portal, fees and payments for all of your children should appear on the order screen. If this is not the case or you need further instructions, please contact Anya Schnell.

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

Sincerely in Christ,

Mark LaVoie
Business Officer

THE A CLASSICAL CHRISTIAN ACADEMY OAKS

ANNASIS RE-ENROLLMENT CHECKLIST FOR 2026–27 SCHOOL YEAR

Due by Friday, May 8

**A $50 fee will be applied once the due date has passed.*
Fourth quarter report cards will be withheld for families who have not completed this process at the end of the school year.

SINCE YOU COMPLETED THE ANNASIS ENROLLMENT PROCESS LAST YEAR, ONLY UPDATES ARE NEEDED. 😊

We are extremely grateful for your help in getting Annasis off the ground this year, and we are excited for all the new developments that will be coming in the 2026–27 school year.

This process takes 10 minutes or less. YAY! Last year's data auto-populates, and you only need to verify & edit the data.

CONFIRM PARENT INFORMATION | office@theoakscca.org

If any parental contact information (*Name, Phone, Email, Mailing/Physical Address*) has changed in the past year, please email the updated information to office@theoakscca.org.

RE-ENROLLMENT CHECKLIST

COMPLETE RE-ENROLLMENT CHECKLIST FOR EACH RETURNING STUDENT
theoaks.annasis.com/parent/enrollment/reenrollment

(and if applicable COMPLETE ENROLLMENT CHECKLIST FOR NEW STUDENT such as incoming JrK/K)
theoaks.annasis.com/parent/enrollment/enrollment

ENROLLMENT CHECKLIST (*new student only*)

1. Log into your account and click "Parent Portal" in green sidebar
2. Select the menu button at the top left, and choose "Re-Enrollment" for current student(s) (for a new student, choose "Enrollment," then select "2026–2027 School Year" from dropdown).
3. Next to your first child's name, click on the blue button "Complete Checklist."
   - ***Once submitted, checklist items can be viewed but cannot be edited, 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.*
   - *Some items are optional so you can select "Skip this step and continue."*

   Health History (*required*)
   - **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. Please upload any updated records for your child. These records can be updated any times please supply us with the most current records when available.
4. Repeat for each child.
5. **CONGRATULATIONS! YOU ARE OFFICIALLY ENROLLED FOR THE 2026–2027 SCHOOL YEAR!**

Please let us know if we can assist in any way as you complete the checklist. Anya Schnell, Registrar, is available if you have questions. 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