

**One Spark Academy**  
Registration Form 2023-2024

Families should receive an email confirmation that your preferred classes are available before sending paperwork or payment. Once confirmed, complete this form, and SIGN the WAIVER. Proof of immunization must be included with registration, if not already on file. Other required forms include the **Media Release** and **Math Survey**, if applicable. Your child MUST also read and sign the **Participant Agreement**. Registration paperwork is completed once annually.

Mail required forms to our **mailing address (which is not the same as our physical location)** or deliver hard copies in person. Payment may be included (**checks are preferred**, if possible, made to One Spark Academy) or paid via invoice. A small fee is included for credit card payment requests.

**Mailing address:** One Spark Academy, 501-I S. Reino Rd. #296, Newbury Park, CA, 91320

**PLEASE PRINT CLEARLY**

**Child's Information:** First: \_\_\_\_\_ Last: \_\_\_\_\_

DOB (mm/dd/yy): \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Gender/Identity: \_\_\_\_\_ Grade in Fall 2023: \_\_\_\_\_

Previous school(s) attended, or indicate homeschooled: \_\_\_\_\_

2023-2024 homeschool (filing PSA) or charter school: \_\_\_\_\_

Home address: \_\_\_\_\_

**Parent (main contact):** First: \_\_\_\_\_ Last: \_\_\_\_\_

\*Day/work phone (main contact): \_\_\_\_\_

Main contact email: \_\_\_\_\_

**Parent/Guardian (other):** First: \_\_\_\_\_ Last: \_\_\_\_\_

Day/work phone: \_\_\_\_\_ Evening phone: \_\_\_\_\_

Email: \_\_\_\_\_

\_\_\_\_\_ YES, please add this secondary email to weekly updates.

**Other Contact (emergency):** First: \_\_\_\_\_ Last: \_\_\_\_\_

Relationship to student: \_\_\_\_\_ Phone number: \_\_\_\_\_

Food allergies/ other: \_\_\_\_\_

Other important information we should know? Please attach. **Yes**, attached: \_\_\_\_\_ **No**, not needed: \_\_\_\_\_

**YES, I have read pages 3-5 of the Important Information for Parents (retain pages 3-4, sign/return page 5).**

**Waiver for Program Participation:**

The undersigned hereby agrees to defend, indemnify, and hold harmless One Spark Academy and the Conejo YMCA and its officers, employees, vendors, and agents against any or all losses, liability charges, expenses (including attorney's fees) and costs of whatsoever character which may arise by reason of participation in any program, and/or any injuries which are in any way the result of negligence or misconduct on behalf of the participant. As parent/guardian, I hereby consent to emergency treatment of my minor child as a result of accident or injury. I further agree to pay all costs incurred as a result of said treatment. I understand that I may inspect the facilities provided and determine they are reasonably safe for their intended purposes and, whether or not having conducted my own inspection, I agree to expressly assume the risk of participation at the premises. **Signature required.**

**Signature (Parent/Guardian):** \_\_\_\_\_

**Date:** \_\_\_\_\_

Child's Name First: \_\_\_\_\_ Last: \_\_\_\_\_

2023-2024 GRADE: \_\_\_\_\_

### IMMUNIZATION REQUIREMENTS

One Spark Academy follows the requirements for California K-12 schools, as recommended by the CDC, the American Academy of Pediatrics, and the Ventura County Health Care Agency (Ventura County Public Health, or VCPH), California Department of Public Health (CDPH) immunization requirements are as follows:

- Polio- 4 doses (3 doses OK if one was given on or after 4th birthday)
- Varicella (chickenpox)- 2 doses
- Hepatitis B- 3 doses (4-6 yrs., kindergarten and above)
- MMR: 2 doses (both given on or after 1st birthday)
- Diphtheria, tetanus, pertussis (DTaP, Tdap, or DTP): up to 5 doses (4 doses OK if one was given on or after the 4th birthday. 3 doses OK if one was given on or after the 7th birthday)
- All students entering 7th grade:
  - DTaP: For 7th-12th graders, at least 1 dose of pertussis-containing vaccine is required on or after 7th birthday.

*The CDPH recommends that students receive, and stay current on, COVID-19 vaccinations.* Should the CDHP add the COVID-19 vaccine to its K-12 requirements, One Spark Academy will require it.

**Please fill out this form** to submit with your child's immunization forms. This form is also required for those already approved for a non-immunization spot (or with partial compliance). Please note dates of immunizations **and attach a photocopy of immunization records with registration.** \*

*\* A limited number of medical exemptions are allowable but **must be approved in advance of registration to maintain a high herd immunity percentage.***

*\* If records were submitted last year, they do not need to be submitted annually if students maintain their attendance at OSA and there are no updates. Write "NO UPDATES" on the form below. Please resubmit when updated.*

The following information is kept **confidential and separate from other registration paperwork.** Staff will only access it in the rare occurrence of an outbreak, as determined by VCHCA. In that case, only students without the applicable immunization will be impacted. The recommendation may be for unvaccinated students to be excluded from classes or activities for a set period. There are no refunds for the loss of class time.

	First dose- mo./yr.	Second/third dose- mo./yr.	Additional (polio)
DTaP			
Polio			
MMR			
Varicella			
Hepatitis B			
COVID-19 Vaccine/s Submit copy of digital record if received	Has your child received the COVID-19 vaccine/s? (Recommended, not required) YES _____ Dates: _____ _____		

## **Important Information for Parents**

***Please READ CAREFULLY.***

***Retain pages 3-4 for your reference. Sign and return page 5.***

Thank you in advance for your cooperation with our requests, procedures, and mission. We are committed to your child's learning and to ensuring safety and enjoyment for all. We can't do it without your help.

- One Spark Academy is committed to **understanding and building inclusivity**. We embrace diversity and strive to create conditions that provide our students and staff opportunities to thrive as individuals. We provide students meaningful access to our instructional services regardless of race, cultural background, gender, sexual orientation, abilities, religion, and socio-economic status.
- **Review the Participant Agreement** that your child signs, so you know what is expected. Help us maintain our mission by ensuring your student follows our requests to the best of their ability. Similarly, please help us ensure a productive learning environment by assisting your child, if needed, with preparation for EACH class they take at OSA.
- **Familiarize yourself** with One Spark Academy's general framework, philosophy, needs, and limitations as a non-profit organization. This information can be found on the homepage of our website, mostly under the "Our Program" links. Everyone benefits, especially our students, when all members of our community understand our mission and values.
- **Schedules:** It is up to you, the parent, to keep track of the classes your student is signed up for. Please be sure your student is aware of their class schedule.
- **Records and reports:** One Spark Academy cannot provide official transcripts or report cards. It is up to you, the parent, to maintain schedules, course syllabi, work samples, and printouts of Google Classroom grades (if your child is taking any core courses) if you are creating your own homeschool transcript. If your child is registered with a charter school (ITCS, GVCS, Blue Ridge, etc.) that is their school of record, and that school will provide an official transcript. This is reviewed on page 5.
- **Communications:** We know you're busy and that email can be a burden. However, every Monday morning during the academic year, an email news update ("**OSA Weekly Update**") is sent out to all families. **Please read it** so you can stay updated on OSA happenings, deadlines that week, or any important announcements. If you are not receiving it, please check your junk mail! There is also a quarterly **newsletter** sent to families and our broader community, often including more general highlights of OSA happenings.
- **Calling us/Contact information:** The best way to reach us is via email or call/text our **OSA business line (805-214-6889)**. If you don't know your instructor's email, please email [Lori@onesparkacademy.com](mailto:Lori@onesparkacademy.com) and it will be forwarded. To model mindful learning, educators will rarely take calls during class time, unless in the event of an emergency.
- **Campus safety:** The Conejo YMCA is a spread out, 35-acre property, near high fire-danger areas and includes part of a public hiking/biking trail. Although the classrooms and common outdoor areas used regularly by OSA are all centrally located, students must always remain in supervised areas, the boundaries of which will be clearly communicated to all students. One Spark Academy's safety procedures at the Conejo YMCA will be communicated with students during Circle, and with families in the Monday updates. In the event of a high fire threat in the area, or weather that may be a health hazard to students (such as dangerous air quality, or extreme wind or heat), we may opt to **move our classes online (Zoom)** for the duration of any threat to our students' health. If this emergency procedure is anticipated, parents will be informed via email and text.
- **Snakes, spiders, bugs, oh my!** The YMCA/OSA campus is next to open space, and we share this environment with lots of critters, small and large. We do discuss rattlesnake safety, and encourage you to do so, too. Students need to remain alert and vigilant while playing outside and avoid areas where critters and snakes keep to themselves.
- **Health safety:** One Spark Academy is committed to the general good health of our community. Although COVID is no longer the threat it was, we ask that families are still mindful while traveling and when with large groups prior to attending classes (during weekends, breaks, holidays). If your child tests positive for COVID, please follow current Ventura County Public Health recommendations. If your child has any concerning symptoms (coughing, sneezing, body aches, or fever), please keep them home. Staff will do what we can to ensure your child stays caught up. For any public health concern, OSA will follow all requirements and recommendations by the VCPH. As requirements and suggested guidelines may change throughout the year, they are not outlined here. Any updated safety policies that affect our families will be emailed, updated on our website, and discussed with students.
- **Arrival:** Classes begin at 9:00 AM. For your convenience, your student may arrive **as early as 8:30** and enjoy the campus under OSA supervision. If for any reason an OSA supervisor is not present when you arrive or the gate is not

open, please wait with your child. To ensure your child's safety, OSA participants should never wander the grounds or areas that are not supervised.

- **Drop off:** Almost all activities at our campus are held on the “3<sup>rd</sup> level”. The small office building in the parking lot is referred to as “the Hub”. **Please, always drive in and around the parking lot slowly.** If you are dropping off, please do not hold up other vehicles behind you by stopping for longer than necessary. After dropping off, **please drive around the back of the Hub** and be mindful of traffic coming up as you exit. If you need to stay longer, please PARK your car in a space. You may also park on the 2<sup>nd</sup> level and walk up the stairs.
  - If you are dropping off for an activity on the upper level (where the kitchen is), you may drive up SLOWLY to the top level, **but note** that this driveway is not wide enough for two cars. **Be mindful that our students use the driveway for walking.**
- **Departures:** Students should wait in or around the Hub or classroom patio when they are scheduled for pick up. Should your child need early or late pickup, it is important that **you let us know** in advance. If your child is in classes until 4:00 PM (M-Th), please arrive by 4:00 PM for pick up. If you need to be late, please arrange in advance, since an OSA staff member will need to wait with your child until you arrive.
- **Fridays:** Same start time but pick up is no later than **1:00**. **There is no Circle or lunch offered on Fridays. Please do not be late for Friday pick up**, since an OSA staff member will need to wait with your child until you arrive.
- **Expected behaviors during breaks/tech requests:** As noted in the Participant Agreement, students may play, socialize, or study during our breaks in one of several supervised areas. We ask that, once on site, students NOT leave the premises until their scheduled departure time unless OSA staff is made aware of this early departure. Respectful behavior is always expected while students are on site, or at any OSA-sponsored activity. See Participant Agreement.
- **Personal Technology:** We aim to protect our instructional zone and encourage mindful learning and focused communications amongst students and staff. Students are asked to “unplug” from their personal devices during our instructional day, including our social breaks and lunches, and not text or make phone calls without first advising an OSA staff member and then stepping away from a social zone. **Phones must be OFF during class time** and/or kept out of sight. If personal devices are approved for use, it is expected that appropriate choices be made as to what is watched/played and/or viewed. Students who can’t abide by this request will be asked to keep their tech AT HOME. Unless it is urgent, **please help us by not texting or calling your child during their instructional time** unless it is prearranged.
- **Circle:** Circle is held M-TH at **10:30** and all participants onsite are asked to join. Circle is an informal but **important time** for students and adults to practice guided communication, connect with one another, hear important updates or safety procedures, discuss ideas and perspectives, and share appreciations and concerns. If your student is done after the first class ends (10:30) or is coming early for an 11:00 class, they should join Circle, usually held in a classroom. There is a short nutrition break after Circle and before the 11:00 class. (Students provide their own snacks.)
- **Lunchtime/Food:** Lunch is served from **12:30-12:55**, and then there is a supervised break from **1:00-1:30**. We are committed to the idea that everyone benefits when we as community members eat a **balanced and healthy diet** (with treats in moderation), and we hope your family is, too. We are not espousing one way to eat but try to include in our lunches a variety of healthy choices as often as possible (salads, fresh vegetables, fruits, grains, soups, and similar menu items). We might make delicious desserts, and sometimes offer meat; both are served in moderation. With advance notice, most food allergies can be accommodated. NOTE: Lunch is served on the upper level in the Activity Room. **Lunch participants are asked to assist with clean up.**
  - With few pre-determined exceptions, we ask that students **NOT** bring soda, candy, fast food, or processed junk food to eat at OSA for snack or lunch. Those who don’t eat our lunch should bring their own healthy lunch and homemade treats and eat with everyone else.
- **Water bottles:** Students should bring a filled REUSABLE water bottle or canteen, rather than a single use plastic water bottle, to classes each day. They are welcome to refill their bottles with the Sparkletts water in the Hub or in the Activity Room during approved times. Please be sure your child has their name on their bottle.
- **Outdoor/ offsite courses:** It is important that our offsite/outdoor courses maintain a focus on learning AND safety, limited distractions, and positivity. We ask that students **leave phones home or in backpacks**. Unless requested by the instructor, our outdoor/off site courses are tech-free just as our on-site courses are. Our students need technology breaks more than ever.
- **Absences:** As a courtesy, please let your child’s instructor/s know (**via email, preferably**) that your child is missing their classes, since we plan with your child in mind.

*Please note: Repeated disrespect for others, our rules, or our expectations may lead to dismissal from OSA without refund. Refer to our Refund Policy online for more information.*

**Important Information for Parents: Agreement of Understanding**

**Please sign and return page 5. Keep a copy for yourself.**

1. **One Spark Academy is not, and has never claimed to be, an accredited school.** If we were, we would not be able to offer such flexible scheduling, unique programming, and consideration of instructional levels that might not align with a child’s grade level. One Spark Academy is a “center for learning.” We provide exemplary learning opportunities for students, aim to meet the needs of the whole child, and help students achieve success as learners and engaged citizens.
2. Many students attend One Spark Academy (OSA) full time and treat OSA as their “school.” However, OSA does not offer all the same grade-level courses that public schools require (nor do we try). If with an accredited homeschool or independent study Charter School, parents assume responsibility for helping to meet the educational goals and criteria outlined in that school’s Master Agreement and (if required) for any instruction not being provided by OSA.
  - a. **If you are homeschooling independently (PSA) and your student is moving to a public/private high school next year:** Please keep a file folder of course schedules per session, core course syllabi, work samples, and printouts/screenshots of Google Classroom grades. This is easy to do throughout the year, but not so easy to do for the first time in May. Counseling offices will ask, by default, for transcripts and records. As a home school parent, your child may attend their local public high school with or without transcripts.
  - b. A hard-copy file folder is good to maintain every year, even if your child is enrolled in a charter school.
3. While OSA may assess students to tailor their instructional levels, **we will not provide official transcripts or report cards.** We will, however, provide you feedback on your child’s progress, conference with you as needed, assess any work your child produces in our courses, and communicate (if needed) with the counseling office of your child’s next school. Students taking math courses will be provided assessment results.
  - a. Many core courses offer grading feedback on **Google Classroom.** Google Classroom is a free program that our teachers use for core course assignments, due dates, and grading.
4. Some of our courses require independent work, and some do not. It is important that parents and students read the course requirements and descriptions before committing to a course. Students are expected to commit to the courses in which they are enrolled: attend regularly, be on time, be respectful, adhere to expectations, and be prepared. Students who do not make an earnest attempt to adhere to course requirements may be dropped from the course, without course refund.
5. **We do not offer any specific special education services,** nor do we assume responsibility for addressing specific needs outlined in an IEP or 504 provided from a child’s public Charter School unless there is written agreement between OSA, the teacher in charge of providing the service, and the Charter School. However, One Spark Academy, by design, meets a variety of learning needs. Accommodations for various levels is foundational in our programming. Any student, regardless of disability, is welcome to attend classes at OSA if what we offer is appropriately leveled for that child and if that child can adhere to our Participation Agreement.

I \_\_\_\_\_ have read pages 3-4, and I agree to the information outlined on these pages. *(Parent or guardian- main contact)*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I \_\_\_\_\_ have read pages 3-4, and I agree to the information outlined on these pages. *(Second parent or guardian, if applicable)*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_