

ONE SPARK ACADEMY

Registration Form 2020-2021

Step 1: Select activities from course schedule, and either sign up in person or via email. Wait to receive an email confirmation that your preferred classes are available before sending paperwork or payment.

Step 2: Once confirmed, complete this form and SIGN the WAIVER. Proof of immunization must be included with registration, if not already on file. Complete other forms: **Media Release** and **Math Survey**, if applicable. Your child MUST also read and sign the **Participant Agreement**. Registration paperwork is completely once annually.

Step 3: Complete registration by mailing required forms to our mailing address. Payment may be included (checks made to One Spark Academy) or paid via invoice.

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/yyyy): ____/____/____ Grade or level as of Fall, 2020: _____

Previous school(s) attended, or indicate homeschooled: _____

2020-2021 intended 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 updates.

Other Contact (emergency): First: _____ Last: _____

Relationship to student: _____ Phone number: _____

Important information we should know? Please attach. **Yes**, attached: _____ **No**, not needed: _____

YES, I have signed Page 6 of the Important Information for Parents (retain pages 4 and 5 of this form).

Waiver and Program Participation:

The undersigned hereby agrees to defend, indemnify and hold harmless One Spark Academy, the Thousand Oaks Teen Center, the Conejo Recreation & Park District and its officers, employees, vendors, and agents against any and all loss, 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 to process registration.**

Signature: (Parent/Guardian) _____ **Date:** _____

Child's Name First: _____ Last: _____

2020-2021 GRADE: _____

IMMUNIZATION REQUIREMENTS

For 2020-2021, our immunization requirement only pertains to onsite, off-site/outdoor, and otherwise in-person learning. This form must be received to be considered for any of the above class choices, or to be on the waitlist for a non-immunization spot.

One Spark Academy follows guidelines for CA schools, as recommended by the CDC, the American Academy of Pediatrics, and the Ventura County Health Care Agency. California Department of Public Health 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.

Please note dates of immunizations **and** attach a photocopy of immunization records with registration. *

The following information is kept **confidential and separated 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.

A limited number of medical exemptions/PBEs are allowable but **must be approved in advance of registration to maintain a high immunity percentage. If you have already submitted a request for this exemption (verification of exemption required), please note "EXEMPT" in the appropriate box.*

	First dose- mo/yr	Second/third dose- mo/yr	Additional (polio)
DTaP			
Polio			
MMR			
Varicella			
Hepatitis B			

*Complete immunization records will be kept on file, thus do not need to be completed annually if students maintain their attendance at OSA and there are no updates. Please resubmit when updated.

Important Information for Parents

Please READ CAREFULLY. Retain pages 3-5 for your reference. Return Page 6.

Thank you in advance for your cooperation and understanding regarding our procedures. We value our commitment to your child's learning, to maintaining a "shared space" with the community, and to ensuring safety and enjoyment for all. We can't do it without your help!

- **Please 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.
- **Schedules:** It is up to you, the parent, to keep track of which classes your student is signed up for. Please be sure your student is aware of their classes.
- **Records and reports:** One Spark Academy does not offer official transcripts or report cards. It is up to you, the parent, to maintain schedules, course syllabi, work samples, and printouts of Edmodo grades (if your child is taking any core courses).
- **Communications:** We know you're busy and that email can be a burden. However, every Monday morning an email news update ("**OSA Weekly Update**") is sent out to all families. **Please read it** so you can stay updated on OSA happenings and deadlines that week. There is also a quarterly **newsletter** sent to families, often including more general highlights and pictures for our community.
- **Calling us/Contact information:** OSA doesn't have an office. 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 and it will be forwarded. To model mindful learning, educators will rarely take calls during class time, unless in the event of an emergency. If we resume onsite courses at the Thousand Oaks Teen Center, and you must reach us and can't get through, you may try the **Teen Center (805-494-6664)** after around 11:00 AM, when Teen Center staff members are likely to be there.
- **Online learning:** It is important that our online courses maintain a focus on learning, limited distractions, and positivity. While our teachers will discuss ground rules with each of their classes, initiate breaks, and respond to student needs, we need parents to help as well. Please help set up your child for success in our online courses by reminding them to:
 - Arrive on time with all requested materials.
 - Adhere to polite Zoom protocols: sign in with their full real names, remain muted if outside noise is a distraction, keep their cameras ON at all times unless they have discussed turning them off with their instructor, and not play with virtual backgrounds.
 - Unless advised by their instructor to have them, students' cell phones **should NOT be accessible during instruction**. Focusing during online class is challenging enough. Multi-tasking is too easy, and will surely interfere with retention, engagement, and mindfulness.
 - Invest in high-speed Internet, updated hardware, and a headset with a mic, at the minimum.
 - Help your child prepare a good working space, with room for writing.
- **Outdoor/ offsite courses:** It is important that our offsite/outdoor courses maintain a focus on learning AND safety, limited distractions, and positivity. While our teachers will discuss ground rules with each of their classes, initiate breaks, and respond to student needs, we need parents to help as well. For all outdoor and offsite courses, students must:
 - Attend only if feeling well. Temperatures will be taken upon arrival.
 - Wear a mask properly and for the full time (from arrival to their departure) unless a safe distance can be maintained as indicated by the instructors.
 - Not share snacks, education materials, or personal items.
 - Take seriously the fact that we are in a pandemic and it is everyone's responsibility to help keep themselves and others safe.
 - **Leave phones home or in backpacks.** Unless requested by the instructor, our outdoor/off site courses are tech-free. 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.

Should we resume indoor or outdoor classes at the Thousand Oaks Teen Center:

- **Safety:** The Teen Center has increased its safety protocol and limited the building accessibility. The front doors are locked during instructional time, unless there is OSA or Teen Center staff supervising who is entering the building. If you cannot see anyone inside, please knock, or walk around to the back or side of the building. If we have ALL gone to the park for a special recess, it will be noted in the OSA Weekly Update.
- **Arrival:** Classes begin at 9:00 AM. For your convenience, your student may arrive **as early as 8:30** and enjoy the Teen Center under OSA supervision. If for any reason an OSA supervisor is not on site when you arrive, please wait a few minutes. To ensure your child's safety, OSA participants should not wander outside the building alone.
- **Departures:** If students are leaving prior to 2:30, they should wait in the foyer for their transportation if not leaving by their own means. Participants shouldn't use the game room if classes are in session, as this is a distraction to the learning environment.
- **After 2:00:** The Teen Center opens for kids aged 12-17, or 7th-12th graders. However, we ask that our participants still abide by our expectations while on site. **Important:** The Teen Center has requested that younger siblings and parents not play in the game room or gym if there are other teens using the area. Parents are more than welcome to wait in the foyer for their students, but please be mindful of maintaining the space as a "teen friendly" environment.
- **Fridays:** Same start time but pick up is at **12:30**. There is no Circle or lunch offered on Fridays. **Please do not be late for Friday pick up**, as the center is closed until 2:00 and an OSA staff member will need to wait with your child until you arrive.
- **Senior Adult Center:** Senior adults use the gym each morning from 8:15-11:00. Their gym usage doesn't impede upon our program at all and we enjoy seeing them each morning! ☺
- **Expected behaviors during breaks/tech requests:** As noted in the Participant Agreement, students may play in the game room, socialize, or study during our breaks. We ask that, once on site, students NOT leave the premises until their scheduled departure time without the permission of an OSA staff member. Respectful behavior is always expected while students are on site, or at any OSA-sponsored activity.
- **Personal Technology:** We aim to protect our instructional zone and encourage mindful learning and communications amongst students and staff. Students are asked to "unplug" from personal devices during our instructional day, and not text or make phone calls without permission of an OSA staff member. **Cell phones must be OFF during class time** and/or kept in a locker. 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 by not texting or calling your child during our/their instructional time** unless they are done with classes or 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 instructional time** for students and adults to practice guided communication, connect with one another, discuss ideas and perspectives, and share appreciations and concerns. If your student is done after the first class ends (10:30) or coming for an 11:00 class, he/she is also welcome to join Circle. There is a short nutrition break after Circle and before the 11:00 class.
- **Lunchtime/Food:** If we are allowed to resume lunches onsite, lunch is served from **12:30-12:55**, and then there is a supervised break from **1:00-1:30**. We are seriously 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 most of what we serve includes a variety of healthy choices: salads, fresh vegetables, fruits, grains, soups, and similar menu items. We often make yummy desserts, and sometimes offer meat; both are served in moderation. Students should **NOT** have soda, candy, fast food, or processed junk food AT ANY TIME during our instructional day, while on site (8:30-2:30). Those who don't eat our lunch should bring their own healthy lunch and eat with everyone else. NOTE: If you're coming to drop off or join in during lunch, and the front door is locked, please come around the side to enter. We're usually on the outside patio (looking at the building from the front, it is to the left) or in the gym during inclement weather. **Lunch participants are asked to assist with clean up.**
- **Snacks:** Quite a few students used to complain about hunger in the morning, so the OSA kitchen now puts out a variety of fruit and nut snacks, to enjoy in moderation and share with others. However, if your child

needs more than a light mid-morning snack, please be sure to send them with a **healthy snack** for the **10:45 break**. Students who are hungry during morning classes cannot learn well, are often irritable, and complain of hunger– which is problematic for all. **Please note:** The on-site vending machines are off-limits to OSA students until after 2:30.

- **Lockers:** Students may keep their backpacks and other belongings in a self-selected locker (or two, if one is needed for PE clothes or Food Fascination aprons). A lock is needed if anything is to be kept overnight. **All lockers must be cleaned out on the last weekday of attendance, each week**, as the Center is used for myriad sports activities on weekends. **Many students forget.** Please help us by reminding your child. Be advised that nothing unsafe or unlawful may be kept in a locker, **at any time**, even if just being transported by the student.
- **Water bottles:** These are only necessary if your student is taking PE classes. Otherwise, there is a water fountain conveniently located inside the center.
- **“Dress Code”:** We ask that students wear comfortable but respectful clothing and come prepared for the activities for which they are signed up. For example, those in PE need appropriate shoes and clothing (not jeans or sandals). Hair needs to be worn back for those working in the kitchen. If Food Fascination students attend the Four Seasons, they need to dress nicely. Overall, we ask students to put their best foot forward, as representatives of OSA, and use common sense in planning for their day. Clothing deemed inappropriate for the activity may result in the student not participating in that activity.
- **Having a Bad Day?** Hey, bad days happen! If your student is having a bad day and is not in a good “mental space” to learn, and/or is repeatedly distracting others, and/or is disrespecting their instructors*, and/or is disregarding the Participant Agreement*, and/or is simply feeling crummy or sick, **we will call you to pick up your child.** (And then we will welcome your student back the next day, or when feeling healthy.) We are committed to providing a calm, safe, positive and healthy environment for everyone, and simply don’t have the resources for students to hang out unsupervised if they are having a difficult day or if they are sick.

*Please note that repeated disrespect for others, or disregard of our rules, 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 this page, Page 6. 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 and unique programming. 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 program’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 Edmodo 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. (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 **Edmodo**. Edmodo 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.

I _____ have read pages 4, 5, and 6, and I agree to the information outlined on these pages. **(Primary homeschool parent or guardian)**

Signature: _____ Date: _____

I _____ have read pages 4, 5, and 6, and I agree to the information outlined on these pages. **(Second parent or guardian, if applicable)**

Signature: _____ Date: _____

Total for this Session’s OSA courses, or Flex Plan: _____ *Optional donation: _____

Total amount paid to complete initial registration: _____

Method of payment: Cash Check (#_____) PayPal/ CC (request via email)

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