

ONE SPARK ACADEMY

Registration Form 2021-2022

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 completed once annually.

Step 3: Complete registration by mailing required forms to our mailing address. Payment may be included (checks are preferred, if possible, 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, 2021: _____

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

2021-2022 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 weekly 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 3-5 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, and the Conejo Recreation & Park District (CRPD) 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: _____

2021-2022 GRADE: _____

IMMUNIZATION REQUIREMENTS

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.

Starting September 13, 2021, One Spark Academy will give registration priority to children who are fully immunized against COVID-19 prior to entry or as soon as students are eligible. With a small population of students, our program **is less at risk** of an outbreak if most students are vaccinated against Covid.

This form must be received to be considered for any class choices, or to be on the waitlist for a non-immunization spot. 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 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			
COVID-19 Vaccine Proof of record required	Has your child received the COVID-19 vaccine/s (any)? YES _____ (Date/s: _____) Not yet, but will _____ on _____		

**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 and review pertinent information with your students.

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 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 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). This is reviewed on Page 6.
- **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 during the academic year. **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's office is not located on site. 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.
- **COVID Safety policies:** One Spark Academy is committed to keeping our students and staff (and their families) as safe as possible, while ensuring that we learn together as joyfully as possible. We will follow all requirements and recommendations by the Ventura County Department of Public Health. The Thousand Oaks Teen Center is also required to follow any requirements from OSHA (Occupational Health and Safety Administration). As requirements and suggested guidelines may change throughout the year, they will not be outlined here. Our COVID safety policies will be emailed to families, updated on our website, and discussed with students. Students and staff are expected to follow these policies.
- **Teen Center guidelines:**
 - **Safety:** The Teen Center will open to us at 8:30 AM (OSA will not retain a key to the building; it will be opened by CRPD staff), and OSA staff will arrive at that time. Unless there is OSA or Teen Center staff supervising in the front of the building, the front doors will be locked during instructional time, once all our students are in their classes.
 - If your child arrives late or midday to a locked building, and cannot see anyone at the front desk, they should knock, or walk around to the LEFT side of the building, entering at the kitchen.
 - **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: younger siblings and parents are NOT allowed to play in the game room or gym after 2:00 if other teens are using the area.** The Teen Center is a space reserved for a certain age group. The only exceptions are OSA students in 6th grade and OSA supervisory staff. 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. We may run a Friday class until 1:00 later in the year and, if so, the pick-up time will change to 1:00.

- **Senior Adult Center:** Senior adults use the Teen Center gym each morning from 8:30-11:00. 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.
- **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.
- **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 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, they are also welcomed to join Circle. There is a short nutrition break after Circle and before the 11:00 class.
- **Lunchtime/Food:** 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 delicious desserts, and sometimes offer meat; both are served in moderation. With advance notice, most food allergies can be accommodated. 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.**
 - 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.
 - **Please note:** The on-site vending machines are off-limits to OSA students until after 2:30.
- **Snacks:** The OSA kitchen 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.
- **Water bottles:** These are only necessary at the Teen Center if your student is taking PE classes. Otherwise, there is a water fountain conveniently located inside the center. For off-site classes, we ask that students use a REUSABLE water bottle or canteen, rather than a single use plastic water bottle.
- **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 and any COVID safety policies (as they relate to the outdoors) 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, we ask that students **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.

- **Online learning:** For any of our online classes, or if One Spark Academy resumes a limited period of 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, always keep their cameras ON 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.
- **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.

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, unique programming, and consideration of instructional levels if not in line 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 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 3-5, and I agree to the information outlined on these pages. ***(Primary homeschool parent or guardian)***

Signature: _____ Date: _____

I _____ have read pages 3-5, and I agree to the information outlined on these pages. ***(Second parent or guardian, if applicable)***

Signature: _____ Date: _____