

One Spark Academy
Registration Form 2022-2023

Paperwork is only submitted after families 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.

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): ____/____/____ Gender/Identity: _____ Grade in Fall 2022: _____

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

2022-2023 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 5 of the Important Information for Parents (retain pages 3-4 of this form).

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: _____

2022-2023 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. 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.

The CDPH recommends that students are fully immunized against COVID-19. Should California require students be immunized against COVID-19, 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 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 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.

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

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 and commitment to 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 stakeholders 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 Edmodo 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 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, deadlines that week, or any important announcements. There is also a quarterly **newsletter** sent to families, often including more general highlights and pictures for our community.
- **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 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. 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.
- **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 and families as they develop. In the event of high fire threat in the area, or weather that may be a health hazard to students (such as hazardous 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.
- **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 on site when you arrive or the gate is not open, please wait a few minutes. To ensure your child's safety, OSA participants should not wander the grounds or areas that are not supervised.
- **Drop off:** Almost all activities at our campus are held on the "3rd level". The small office building in the parking lot is referred to as "the Hub". Above all, please 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. If you need to stay longer, please **PARK** your car in a space. You may also park on the 2nd 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 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.
- **Fridays:** Same start time but pick up is at **1:00**. **There is no Circle or lunch offered on Fridays. Please do not be late for Friday pick up**, as the campus closes so the staff can leave early; 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, 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.
- **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.**
 - 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.
- **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 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 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 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 3-4, 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: _____