

One Spark Academy
Registration Form 2025-2026

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 payments.

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 2025: _____

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

2025-2026 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: _____

2025-2026 GRADE: _____

IMMUNIZATION REQUIREMENTS

One Spark Academy follows the requirements for California K-12 schools, as recommended by the American Academy of Pediatrics, the Ventura County Health Care Agency (Ventura County Public Health, or VCPH), and the 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 the 7th birthday.

The CDPH recommends that students receive and stay current on COVID-19 vaccinations. The COVID-19 vaccine is not required by One Spark Academy, only recommended.

RETURNING FAMILIES:

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. Or, re-submit records when updated.

FIRST TIME FAMILIES:

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 the 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 herd immunity.***

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 THIS 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 kindness and 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, or 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, under the "Our Program" tab. 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 for which your student is signed up. Please be sure your student is aware of their class schedule, too.
- **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 (if applicable) printouts of Google Classroom grades if you are creating a homeschool transcript. If your child is registered with a Charter School, 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, or important announcements. If you do not receive it, check your junk mail! There is also a quarterly **newsletter** sent to families and our broader community, which includes 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, 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 (Montclef Ridge Trail). Although the classrooms and common outdoor areas used regularly by OSA are all centrally located, students must always remain in supervised areas. One Spark Academy's safety procedures and supervisory boundaries will be communicated to students during Circle and to 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, extreme wind, or heat), we may opt to **move our classes online (Zoom)** for the duration of any threat to our students' health. Any anticipated emergency procedure will be communicated via email and text.
- **Snakes, spiders, and bugs!** The OSA campus is next to open space, and we share this environment with lots of critters, small and large. We discuss rattlesnake safety, and encourage you to do so, too. Students need to remain alert 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 be mindful while traveling and when with large groups before attending classes (during weekends, breaks, holidays). If your child has **any** concerning symptoms (coughing, sneezing, body aches, or fever), please keep them home. Staff will do what they can to ensure your child stays caught up. For any public health concern, OSA will follow all requirements and recommendations by the VCPH. Any safety policies that affect our students' health 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 "3rd level". The small office building in the parking lot is referred to as "the Hub". **Please, always drive into OSA and through 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. 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 or the 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 are running 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 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. Please review the **OSA Tech Policy**, found online under the “Our Program” tab. Students are asked to “unplug” from their devices during our instructional day, including our social breaks and lunches. **Phones must be OFF during class time** and kept out of sight (not in hands or pockets), unless personal devices are approved for use by an OSA staff member. Students who can’t abide by this request will be asked to keep their tech AT HOME. If you must reach your child during our instructional time, please call our main line (805-214-6889).
- **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 as a community, 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 are invited to join Circle. There is a short nutrition break after Circle and before the 11:00 class. **Students need to provide their own healthy snacks.**
- **Lunchtime/Food:** Lunch is served from **12:30-1:00**, 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 do not espouse one way to eat, but we try to include in our lunches a variety of healthy choices (salads, fresh vegetables, fruits, proteins, grains, soups, and similar menu items). We often make delicious desserts, 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, such as holidays, 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.
- **Birthdays:** Once a month at lunchtime, we offer a special dessert and birthday recognition for all the birthdays that month. If parents want to send a special treat to serve the group instead of our planned dessert, please coordinate that IN ADVANCE with the kitchen (email Laura@onesparkacademy.com). If your child doesn’t stay for lunch, please check in with us **before** sending any special treats, as the kitchen might modify the dessert served that day.
- **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 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 at home or in backpacks**. Unless requested by the instructor, our outdoor/off-site courses and activities 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 may ask for this information to arrange the best placement for your child. Counseling offices may also ask, by default, for transcripts and records. As a homeschool 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 cannot provide official transcripts or report cards.** We will, however, provide you with feedback on your child's progress, confer 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 with 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 a course refund.
5. **We do not offer any specific special education services**, nor do we assume responsibility for addressing specific accommodations outlined in the IEP or 504 provided by a child's public Charter School unless there is a written agreement between OSA, the teacher in charge of providing the service, and the Charter School. One Spark Academy also does not require that our educators be trained to provide **specific special education services**. However, One Spark Academy, by its design, meets a variety of learning needs. Accommodations for various levels are 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: _____