



**2025 SPRING
PARENT
PACKAGE**

PROJECT SOME

Springboard Network, Inc.

It's All About The Teens!

This package contains Legal Agreements. It's critical that you read this entire package.

- Request a free consult prior to sign-up. Email myndfullnyc@gmail.com or text 917-328-4759
- During registration you'll execute this package online & sign up for courses here: somenyc.org/enroll

We do not accept emailed or print copies of this Pkg. This is your downloadable copy to keep for your records. This PPkg explains how-to participate in SOME.

WHAT WE DO:

- **Consult & Services:** As a public benefit corporation project, SOME provides bespoke high-quality, low-stress educational support, bringing the whole non-conventional team together into community:
 - We provide private consultations for post-high school planning, demystifying the procedural aspects of homeschooling, transcribing, and more.
 - We also facilitate PROJECT SOME, a service that matches guardians to vetted instructors for cost-effective, in-person, secular, outsourced coursework. We're your support network as you administer and manage your teen's education!
- **Project SOME:** addresses your outsourcing needs.
 - We understand that, at the *high school level*, sometimes specialized outsourcing is needed for the complexities of secondary-level subjects. We provide access to highly-qualified independent instructors, most with a Master's degree or higher, and with years of experience. Their [courses](#) are particularly crafted to not just meet DoE requirements but moreso to offer creative, applicable-to-life, and even academically-enriched coursework. We provide an array of tools for guardians to monitor coursework and assignments and hubs for everyone to connect.
 - Courses are conducted in very small groups, comprised of 3-10 students max. This allows for better individualized attention while minimizing cost for quality, in-person instruction. Enrollment is open to teens aged 13-18. Coursework levels are based upon your assessment of your teen's proclivities and skills, rather than on conventional age/grade classification. Course descriptions/levels by the instructors will guide you, and one free consultation will help interested parents!
 - PROJECT SOME provides a safe environment for learning and, secondarily, social community: instructors provide their in-person courses *in a single co-op location*, limiting the complications of commuting. This also fosters a strong sense of community between instructors and students, and a high degree of mutual support and comradery between teens.

WHAT WE DO NOT DO:

- Springboard is NOT a school and receives no state or federal funding.
- We do not provide educational administration. Parent/Guardian retains the role as administrator.
- We do not interfere with *your* right to administer in any way. We support *you* as a network of consultants and independent educators.
- Springboard is NOT a tutoring list. You gain access to our professional network who decide to outsource to you. These are professors who are bona fide group members of and participate with Springboard Network. We offer them an Instructor Hub, just as we offer you a Parent Hub. There, you connect utilizing team tools.
- You as administrators and educators also do your part: you select courses, handle finances with efficiency/timeliness, and monitor progress/provide at-home oversight via community Google docs. Of course, you also file and report your teen's academic progress to the Dept. of Education.
- SOME does not grade your teen. *The instructors* kindly provide a highly-detailed semester assessment of your teen(s) with grades as an additional aid for your reporting. Your oversight is still needed, close communication, and gratitude-over-attitude are essential to craft a community, and not be an institution.

This is your copy to *download and save*. When you sign-up for courses on our website, you will execute this entire Package online.

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CLICK LINK

to jump down to any area within the PPkg.
The recommended reading order is left-to-right.

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Reg Terms, Conditions, Policies	The Bespoke Project	Forms	
<ul style="list-style-type: none">Detailed terms of each phase of registration.General terms and conditions that apply to all phases.Details on refunds and cancellations.	<ul style="list-style-type: none">Pedagogy & MissionYour PartOur PartYour Teen's PartOverall CultureDuring-term procedures	<p>Jump to the legal agreements and signature pages. These are executed <i>online</i>. This printed copy is for your records.</p>	

We're here to answer any questions you might have.

This PPkg is a long read, but it's our job to be clear and your right to know!
No surprises. Nothing hidden. We co-pilot together.

It's actually easy to register -- reading the entire package is mission-critical.

We're providing something completely unique in the decentralized learning space, and so every detail counts toward making this bespoke project happen ... *for your teen*.

IMMEDIATE INFORMATION

NEED-TO-KNOW

- ✓ If enrolling more than one teen, you must complete an Online Package for *each teen*.
- ✓ You must complete the ON-LINE Package *PRIOR TO* signing your teen up for any classes. Sign-ups received prior to a completed Parent Package will not be processed.
- ✓ PROJECT SOME works via Google docs and email. Most of the resources you will need to administer and participate in your teen's education are available through two ON-LINE hubs (Private & Community) hosted on Google Drive. Training is available, but use of these online hubs is required for participation. You will have 24/7 access to these hubs once we process your completed Online Package.

OFFICE & Project SOME INFO

Coordinator:

Krista Retto
917-328-4759
myndfullnyc@gmail.com

Location:

88 Nassau Street (near Fulton Street)
4th & 5th floors, NYC
New York, NY 10038



LINKS -- KEEP HANDY!

During Registration: Spring '25 Courses: [Working Course Catalog](#)

- **More than 35 courses!** Courses proceed when minimum enrollment is reached. Springboard provides access — your signups determine the courses. **See pages 8-10** for all details!

Once You've Registered: [Registered Parent - Website Login](#)

- Once you sign up, you'll receive a website login password. This login will give you all the access to everything! You will have a private folder to hold invoices and reports, and ac
- Weather-related/emergency alerts & closures are posted on the website by 8:00 AM on the day of closure/emergency notice. Please *do not* contact Springboard regarding closures.

Optional - Join the SOME Parent Pod / [FB Group](#)

- Parents can connect with one another vis their personalized FB page. Kindly respect one another: if you "friend" another parent, please remember the no-negative culture we foster.

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Section Divider

SOME KEY CALENDAR EVENTS, HOLIDAYS, DATES

***We do not follow a religious or public holiday calendar. Days off, beyond the days noted, are left up to each family to decide. Print this page for ease!**

IMPORTANT DATES	
Registration Phases (see p. 8)	Early: December 1 – December 15
	Term: December 28 – January 10
	Late: After January 10
	Limited: (1 or 2 courses only) After January 10
Possible Course Changes (see p. 9)	January 19-22. January 23 the final course calendar is set.
Orientation: New Parents	January 29 th - 5:30pm-6:30pm, sharp!
Orientation: Teens - Required	1st Time Teens: January 29 th 4pm-5pm
	Returning Teens: Materials & pre-course, January 29 th , 5pm
	Teen-Only Meet n Greet: Jan 29 th 5-6pm – snacks n music
Orientation Parent & Teen – Meet Instructors, Get Pre-Course Items	January 29 th - Instructor Greeting 6:15pm
Classes Begin / End	February 3 rd – June 5 th
Holidays & Closures:	Spring Break: April 7 th – 18 th + Easter Weekend
	Optional* Break: Mon/Tues, March 17/18 Wed/Thurs, March 26/27
	Spring Activities Week: (attend at will) June 10, 11, 12
*The Optional Break is determined by each professor. If teens need a catch-up day or deserve a break from their hard work, professors will advise each class if there is/is not class on those days.	

ADDITIONAL CALENDAR NOTES	
If you and/or your teen cannot attend an Orientation event and you are new to the program, write myndfullnyc@gmail.org and notify us.	
<i>At the time of Registration, all teen(s) should kindly fill out an "About You" document: For Your Teen</i>	
Assessments (aka, report cards) will be delivered within two weeks after Activities Week.	

HOW-TO REGISTER: PHASES, DUE DATES & COURSE SIGN UP

Getting Started

We've been successful because guardians self-inform. Although the parent role is lightened greatly by outsourcing the coursework, the parent's keen understanding of this package and timely responses during semester is utterly needed. It's the collective focus between you, the instructors, and Springboard that allow *your teens* to soar. More than 30 courses have proceeded each semester by teamwork!

Recognizing & appreciating parent choice to homeschool and realizing outsource expenses are real, this Project was built to help you locate vetted, excellent instructors (who generally charge \$100/hr. as a private tutor) but lower those costs by helping you organize into small-group (<10 in any course). With small-group in-person, *teens* benefit—they get uncompromised, inspiring, secular academics/electives at private-school-level, plus teens build community, avoiding the isolation and distractions of online learning. Such benefits *require* the adults' best efforts. Good news? We've made it pretty easy! Read + 1, 2, 3...

After Reading This Package, Steps to Take:

1. Select the *registration phase* (described below) for each teen you will enroll.
2. Select the courses on that same web page. You'll be emailed within 24 hours after our receipt.
3. Once approved, you'll receive a website login password. This single login gives you access to your own Private Folder (invoices & assessments placed here) and access to a Community Hub to monitor your teen's progress throughout the semester. One login is all you need!

Phased Registration

Registration costs are determined by registration date and type. There are **four** phases: **Early**, **Term**, and **Late** phases require enrollment in a minimum of four (4) courses. The **Limited** phase is reserved for those who want to try out the Project and so gain a low flat-fee (thus it is *strictly* limited to enrollment in one or two courses max). We are first-come/first-serve. Wait-list is sometimes available.

For All Phases (fees & cancellations)

- The Course Sign-up and this PPkg are completed together *on one online form*. The form must be completed for *each* teen. Note: the terms within this Package are fixed and cannot be amended or adjusted. These are necessary for safety and insurance.
- If an instructor/SOME cancels a course *before* the semester start, you will be refunded 100% for that course. If an instructor must cancel a course *after* the semester starts *and* no replacement instructor is available, you will be refunded on a *pro-rata* basis. If you drop a course that is proceeding, there are fees. See these details on the next page.
- When signing up, carefully note minimum enrollees for each course. Courses are contracted to proceed once minimum enrollment has been reached, or you will get a 100% refund or a swap.

Helping Ease Your Cost Burden: Multiple Due Dates

SF: The Springboard Fee (SF) is a flat-fee for each teen for each term. The SF must be paid first and separately from course fees (CF). This is Springboard's fee covering all Project administration, sourcing/vetting instructors, consultations, evaluations, assessments, and your teen's basic materials. This fee is non-refundable. You will find the SF and due date (and the CF's) on your invoice.

CF: Course Fees (CF) tally the courses you select. They are dedicated instructor/course fees. You pay *a la carte* per course, and the course fee is for the entire 16-week course. Springboard collects and disperses the CFs to instructors to save parents the mayhem of paying multiple instructors and to ensure the instructor attends each week. Except for the Limited phase, guardians can pay this fee in **two** installments as a kindness imparted to you by the instructors. Being on time returns the kindness.

REGISTRATION PHASES: Fees, Refunds, and Dates

SF = Springboard Semester Fee

CF = Instructor/Course Fees

Registration Phases			
Selection of 4+ Courses Required. For one or two courses, select Limited phase.			
Early Phase (Dec 1 – Dec 15)	Term Phase (Dec 28 – Jan 10)	Late Phase (after Jan 10)	Limited Phase (after Jan 10)
Each course \$390 Semester fee \$750	Each course \$415 Semester fee \$760	Each course \$430 Semester fee \$775	see below
<p>*Returning Parents get discount CF \$380/course</p> <p>SF: Due <u>January</u> 2-4th or you'll shift to Term rates. Not refundable.</p> <hr style="width: 20%; margin-left: 0;"/> <p>CF: A course deposit of \$800 is due <i>on</i> Jan 18, will be applied to your total CF, and is not refundable. <i>If paid late, your CF rate will go up to \$410 per course.</i> The CF balance will then be split in two, due Feb 20 & March 13.</p> <p>Any dropped by you after Jan 25 will not be refunded.</p>	<p>SF: \$760 non-refundable, due January 12.</p> <p>CF: Course fees split into two payments for you, due Feb 25 and March 25. You can opt to pay them both on Feb 25.</p> <p>CF's are 100% refunded before Jan 23.</p> <p>If SOME cancels a course, refunds vary. See the next page. Any course dropped by you after Jan 23 will not be refunded.</p>	<p>SF: \$775 non-refundable due 5 days after sign-up.</p> <p>CF: Course fees split into two payments for you, due Feb 25 and March 25. You can opt to pay them both on Feb 25.</p> <p>CF's are 100% refunded before Jan 23.</p> <p>If SOME cancels a course, refunds vary. See the next page. Any course dropped by you after Jan 23 will not be refunded.</p>	<p>Limited terms: Feb 3: \$250 SF is due. Feb 17: CF is due (balance is either \$415 for one course, \$830 for two courses).</p> <p>This phase is designed for those who want to "try" Project SOME, and who will not need full-time resources. A <i>maximum</i> of two courses may be selected. No exceptions. Three courses fall under the other phases of registration. No refunds unless SOME cancels a course.</p>

⇒ **Courses may be added *without instructor approval* before February 10.**

⇒ **Students may sit-in *any* class Feb 3-6th that's not full to capacity to audit/potentially add.**

⇒ **Courses are *a la carte*. The CF depends on the number of classes you choose.**

⇒ **Sibling discount available.**

⇒ **The SF fee must always be paid separately and first.**

⇒ **First come, first serve. Very limited seating. Under 10 in any course.**

MUST-KNOW: Vital Steps, Terms & Conditions

⇒ **Process for Registration and Course Sign Up:**

All first-time registrants are best-served if you arrange a free consultation *before* signing up for courses. However, you can sign up without a consult. If there are questions beyond the [course descriptions provided](#), we can answer them during this call.

⇒ **Steps to Sign-Up:**

1. Simply pick your desired phase for enrollment from the course calendar and descriptions.
2. Return to the Course Sign Up form online when you're done reading this PPkg.
3. Select your courses. At the top and bottom you will execute this PPkg online.
4. Stay on top of your email. We'll contact you to confirm coursework within 24-hours and provide you the login password as a "returning parent" for use through the website. This login gives you 24/7 access to a Private Google Folder. In that folder you'll find an invoice with your course selections and payment due dates. *Pay only on the days shown on your invoice – not before, and certainly not after please!*

⇒ **IMPORTANT! Confirm/Adjust Course Selections:**

To make so many courses available to your teens at a low cost, courses will only proceed depending on their achieving a minimum enrollment. *Your clear understanding* the deadlines below, when we gauge sign-ups and what you need to do, is vital. **Here's how it works!**

January 19: On this exact day, SOME tallies the sign-ups for each course, seeing which have and which have not met the minimum enrollment requirement. If minimum enrollment has been reached, the course WILL proceed -- this is guaranteed through Springboard's legal contract with the instructors. If a course has **not** reached minimum, here's the process:

January 20-22: If a course has less than minimum sign-up, instructors inform Springboard to "cancel" or mark them as "conditional." If, **and only if**, you signed up for any course marked either way, a comment will be placed on your invoice on the line for that course. This means you must **check your invoice ON January 20th** so that you and Krista *speak by phone* between January 20-22 to address the instructor's conditions or get a refund. Conditions include:

- ⇒ If "Cancel" - the instructor has cancelled the course, and you will be *fully refunded* for any cancelled course(s). You can sign up at that moment for a similar course *at your original CF rate* or just cancel. Note that instructors go to great lengths to *not* cancel. When possible, in fact, they'll sometimes still opt to offer the course even with low enrollment.
- ⇒ If "Conditional" - this means that the course will proceed or cancel *conditionally*. Guardians with teens enrolled in these courses will be asked for urgent communication. Why? the instructor might, for example, request each parent chip in a little extra to make up part of a fair wage for them to teach the course. *You have the right to deny this offer, and drop the course at no charge*. Please be mindful *why* an instructor might request additional funds -- having less students impacts (respectable) commuting/teaching wages. By the 19th, the parents/instructors must arrive at an agreement or the course will cancel.

August 20: The final course calendar will be posted to all.

Again, only parents who have teen(s) enrolled in "Cancel" and "Conditional" courses will be notified via the invoice. *No notice, no worries, and no need to do anything*. Also again, refunds are detailed by phase but we ALWAYS refund 100% of the course fees for ANY course an instructor/SOME might cancel during the January window. See the next page to learn what happens for other unexpected situations.

⇒ **Course Enrollment Summary & Further Considerations:**

All instructors legally contract to proceed to teach a group depending upon *enrollee count*. See the deadlines on page 9. *Spread the word on courses your teens want* to ensure those proceed!

First-come, first-serve. Seats are held in the order sign-up is received. Waitlist is usually available.

Instructors make a dedicated effort to describe their course(s). Your careful review of those before sign-up is essential. Evaluations for ELA and Math are available to help you assess Math and ELA skill readiness.

Since a very limited number of seats are available, and since you build your schedules around these signups, we ask you to *consider*: before August 20th, please do not just hold a bunch of seats and then drop courses. This is a critical kindness to each other and to our instructors.

Please do not pay late *nor early*. The constraints on our Project mean careful accounting, and there is no "accounting department" to remind you of due dates. The accountant we utilize charges us for every blip! Also note that late payments can forfeit the seats booked or change your rates. Further, late payments during the term for CF fees will result in late fees, and may prohibit a teen from attending until payment is resolved.

- Our community prides itself on being mindful. Realizing that SOME instructors are working at below-tutor-rate for your teens and go to extreme lengths including offering two payments to ease the upfront costs for you makes us ask: please return their dedication to you and your teens by calendaring and meeting the due dates.
- *No payment should be sent* until you login and review your invoice. Your invoice serves as a list of selected courses, and we also use it to make a traced account of drops, cancellations, and adding courses. Being online, it's available 24/7. If you desire/require training on Google Docs, please attend the orientation. We're *helping* by handling your payments to instructors - kindly do not make us chase payment.

Should an instructor ever have to be absent, work is provided by them *directly to the students*, and/or the class will have coverage, and/or be made up. We discourage dialing-in overall, however; we are very purposefully in-person as part of our mission and pedagogy. If a student is out, however, they can reach in to their instructor and it will be up to them to figure out the best arrangements to "attend" or make up.

Semester-end assessments are given by instructors at-will and take two weeks to write, collect, and deliver. We cannot force instructors to remit these but we've not had an issue to date. Finally, if there are still questions, ask freely. Springboard may even put the parent directly in touch with an instructor.

Additional Notes:

Due dates for payments may be extended for genuine emergencies, at the sole discretion of either Springboard or instructor. Any and all notations will be added directly on individual invoices for your and our record. Returned checks will be charged the exact bank fee. Ongoing non-payment can result in the potential loss of a seat in any or all courses with no refund. The parent/guardian executing these documents is responsible for full payment. If someone other than signatory on this package will be paying, the signatory of this PPkg must write the Director and provide this person's name and email address -- but *the signatory* is responsible to communicate with the person paying. *We will not communicate with anyone but the signator on the Registration for legal and safety reasons*. This also ensures your privacy. CF fees cannot be transferred from one student to another nor to other courses - payments go to the individual instructors for each specific course.

THE BESPOKE PROJECT: How & Why We Do

Pedagogy:

Although Springboard synchronizes the instructors, we are committed to pedagogical excellence for the teens by vetting the instructors involved with Springboard. We discuss/review with them the coursework to be covered to ensure best practices to fit our mission. Our director helps ensure each semester's offerings are based on parent needs while the instructors determine the actual offerings. Instructors of their own accord tie together the coursework cross-subject, so the students are learning more than a bunch of "unrelated" things removed from practical life and associative understanding. This connectiveness is, in fact, what we hold as most valuable in the educational endeavor, *especially* at the high school level.

Similarly, parent and teen should share this vision of whole-ism for it to be a right fit. Instructors make the coursework and environment awesome, while careful course selection and commitment to attending is your/your teen's aim. In small-group, when even one person misses too many classes or slacks off, it disables exciting discussion, hurts themselves and their classmates, and derails the course goals. We are in-person with purpose, and small-group requires teens to come to understand the peer-to-peer interdependence in learning. We need parent and teen aboard with this!

Parents have the authority to report. It's imperative, then, that guardians be engaged in oversight and at-home learning. Utilizing the Community Hub, parent monitoring is encouraged. Instructors will always reach in if there are any specific issue not apparent from the hub, and SOME's director will often facilitate resolution conversations. No teen falls through the cracks here!

Academic subjects as required by the NY Board of Education are offered during varying semesters. Sometimes requirement-fulfillment will spread across Fall/Spring terms (notated in the course descriptions). Unfortunately, we cannot guarantee instruction for any subject *all* the time -- course offerings are entirely dependent upon *instructor offerings*. However, every course aims to always offer full completion of any subject, especially STEM courses.

Each student is guided at *their own* skill level, while basic K-8 skills sets are anticipated to have been previously obtained. Bridge courses *are* available to ramp up students who need high school-level readiness in English, Math, and Science. For example, Roots, Critical Skills, etc. are great 'bridge' courses for students who are not-so-great in English and a slower track Algebra is split into two semesters for those who struggle with math. Such courses will build a student's readiness for later high school coursework. Conversely, we also offer, for example, "fast track" Algebra for students who naturally excel in math, completing all of Algebra 1 in a single semester. The course descriptions detail these concerns, and sign-up consultations for new parents are thus a vital part of working together for best selections.

Coursework levels within the course descriptions are an immediate measure for parent/teen to determine level of difficulty, but any additional questions about coursework should be presented before course sign-up. Again, Math & ELA assessments are available for free on our site. You can administer them at home. Additionally, Springboard can provide surplus services and referrals by request at a low rate and when possible.

All to say: we co-op Orientation events to get you ready to participate, so they are important to attend for readiness. Being on top of email by parent & teen throughout the term is necessary. Parents, the more you know now, the better it will be for *your teen*. Adults forge the environ for their best!

A. Your Semester Tasks & Role as Guardian

While PROJECT SOME identifies instructors, the parent/guardian wholly maintains their right and role as administrator, aka reports to the NY Board of Education as lead educator and principal.

We source. Instructors teach and assess to help. You choose/oversee student work and report.

All parents are given 24/7 access to Springboard's Google Hubs to monitor teen progress throughout the semester, posted by instructors directly. Guardians do IHIP listing courses *by instructor name* (SOME is not to be listed since Springboard/Project SOME is not teaching coursework). Parents utilize documents in the Google folders for all reporting needs. Complimentarily, each teen receives an individualized end-term review from the instructors for each course taken (within two weeks after the end of the term). This is a *helpful* means at end-term. If you need to report before this, please use your own gauge.

For safety, privacy, insurance, and other concerns that respect and regard various family structures, Springboard and instructors will only coordinate with the parent/guardian executing this package (the signatory). Families may share information in the Hubs as privately-determined by the authorized signatory, who will *only* be given view-access to Google docs. Signatory must request in writing that another person's email be added for viewing. *Springboard will not directly communicate with anyone but the signatory.*

When electing to participate in PROJECT SOME, excellence is modeled and reinforced by all adults involved. Designated parent/guardian agrees throughout the semester to:

- *Regularly* check email for correspondence (and to respond in a timely fashion). You'll only be contacted about 3x through a semester, but those times are critical.
- Careful reading of all documentation, invoice, and correspondence is necessary for the benefit of your teen and due to the constraints of such a small, unfunded project. Most questions/needs are met and are in the 24/7 accessible Google hub documents and on our website. Please always look to these first *before* contacting us. If we drown in questions on readily-available information, this detracts us from our best work expended on your teen. Read, read, read. 😊
- Notify both instructor and Springboard if any parent, teen, or emergency contact information changes or when your teen will miss one or more classes.
- Carefully observe participation rules, absence notifications, lateness concerns, and help the learning flow by reinforcement at home (section below).
- No busywork is ever given for at-home completion! We ask you assist and monitor student's completion of homework, as well as promote unfailing attendance and reinforce a strong finish on required final projects and final exams. Instructors do the heavy-lifting but *need you* to co-pilot.
- Gratitude-not-attitude defines the culture in class too. Please reinforce at home a gratitude toward the instructors and a mutual respect between students. Peace and safety at SOME is serious.

B. Procedural & Culture-Driven Policies

Notes on the Culture & Our Focus:

Instructors provide a safe, productive, and positive environment in the groups, and the teens enjoy the social aspect of in-person. But learning is the clear and primary objective. Attendees must realize **small-group** engenders inter-reliance; coursework here is lively, fun, full of discussion *by cohesion*. This Project works because everyone rows together, each doing their part.

1. **Caring in action.** We foster a culture of mindfulness through being present, and on the impact of communication. "Caring" is an action verb, and while we appreciate intentions, we realize it's what we do that moves a rowboat forward. The ethos here includes encouraged free-discussion in class, cleaning up the space, hanging out in the outdoor spaces, helping with events. *Springboard* shows caring by providing the space, materials, timely information, and sourcing and vetting with best learning in focus. *Instructors* show it by offering variety, excellence, and attention in class, and split

payments. *Guardians* do care by reading carefully, at-home support, thoughtful sign-up, on-time payments, and helping spread the word to other guardians. *Teens* do their part by committing to forge a harmonious learning environment with a positive mindset, regular communication, kindness to instructors and other students, timely work, and to help out in the space.

2. **Will-driven participation.** Academic triumphs are a wonderful target but is *secondary* to effort here. Teens seek independence and respect as a young adult. A slow-awakening happens because instructors nurture their will to learn by making the value of their learning real and practical, so teens must bring an open mind and ready presence. Everyone's goal: no unhappy teens; no unhappy instructors; no unhappy parents. Lofty, but so far, so good!
3. **Communication #1 Action.** Communication = Mutuality, Individuality, Safety, Efficacy, Efficiency. Everyone is fully expected to communicate, and with kindness in a progressive manner.

Notes on Dismissal Policies:

We're 100% committed to maintaining a community of active kindness for physical safety, mental wellbeing, *and* for learning. Therefore, students may be dismissed from one or all courses under the following circumstances, including but not limited to: physical violence of any kind; strong verbal or written bullying; excessive absence (four+ classes missed of any course); excessive lateness after two notifications to guardian; more than three non-submitted assignments; a total unwillingness to learn. Students who do not turn in a final project or a final exam may be refused enrollment in ensuing semesters. Instructor(s) and/or Springboard will notify guardian if instances arise or compound, and all reasonable attempts to resolve concerns will be made. Final decisions on dismissals as well as refunds due to dismissals will be handled on a case-by-case basis at the discretions of instructor and Springboard.

C. General Guidelines & Safety

Safety rules so independence builds.

Assuming teens independently commute to take coursework with the instructors, these practices are enforced, and so parents must also reinforce:

- A. **Lateness:** *Students* must text instructors prior to being late for any class. If a student does not show up on time and did not notify an instructor that they are running late on the day of any class, the guardian will be texted and/or telephoned by the instructor. The guardian must then assume full responsibility to locate their teen. The parent will then kindly notify (via text or email) the instructor at their earliest convenience of the situation. The instructor must teach/tend to the students present.
- B. **Absence:** *Parents* must notify instructors prior to a student's absence from a particular class session. *Parents* must also notify the coordinator in advance if more than one session will be missed when known in advance. A student alone may not notify anyone for absences.
- C. Springboard and/or instructor will text and/or call you and/or your provided emergency contacts in the event of a student who does not show up, and for any injury or illness. Per this document, you will have authorized Springboard and/or instructors to utilize emergency services as determined necessary solely by the attending adults present, and will have agreed to incur costs and hold all parties harmless in any such case.
- D. Students (with guardian oversight) are responsible to manage make-up of missed work directly with instructor(s). Springboard is not responsible.

D. AUTHORIZE and SUBMIT (in the ONLINE FORM)

Student Statement:

In addition to the Guardian informing the teen of any and all terms above that apply to them directly, please have your teen fill out this ["About You" Form](#). This is required *every* semester by *every* student. It's not only a cool time-capsule for them, but it helps the instructors know the teens a bit before they even enter the room. It's light-hearted and only takes a few minutes!

Guardian Statement:

I hereby warrant that I am the parent or legal guardian of Student and have full authority to execute the above sections, which I have fully read, understood, and approve.

I hereby agree that both Student and I shall be bound to all terms stated in this Package in the sections above.

Signatory (executed upon *online* submission, with the below fields required and provided online):

Parent Name:

Date:

Student Name:

End Section REGISTRATION FORM: General Terms & Agreement

ONLINE FORM: Agreement & Release of Liability

Liability & Indemnity:

I (aka "Parent," "I," "Myself"), and on behalf of myself and as legal guardian of Student, and for Student's executors and administrators, do hereby exempt, release, and forever discharge Springboard Network, Inc, 88 Nassau Street, NY, NY 10038, and its owners, directors, officers, agents, employees, and instructors (aka "SPRINGBOARD" and property) from making claim or taking proceedings, and hereby waive any and all claims or contribution which may occur, from any cause whatsoever during or arising from Student's participation, including any illness or injury of any manner excluding sexual or physical abuse to Student as by law, as well as from any damage, theft, or loss to Student's property or Student's guests' property.

Physical Condition Certification:

I, on behalf of Student, hereby certify that Student is reasonably suited to participate in the Classes and Student does not have any physical impairment that would adversely affect Student's participation in the class(es) or activities.

Media Release:

I understand photos and videos ("Media") by teen participants and Coordinator may be utilized for the exclusive purpose of SPRINGBOARD's marketing materials. Therefore, I, on behalf of myself and Student, for good and valuable consideration, receipt and sufficiency of which is hereby acknowledged, hereby grant to SPRINGBOARD and its participants the standard and absolute right and permission to use in perpetuity such Media Student's likeness, voice, name, photographs, video and/or images ("Persona") in whole or in part, either alone or accompanied by non-harmful material, throughout the world, in perpetuity and royalty-free, for any purpose in any media now known or developed in the future, including but not limited to documentary projects, news coverage, current affairs programming, Internet podcasts, promotion, publicity, marketing and/or other trade materials (the "Materials"), excluding any and all uses that may gravely endanger the Student. As media secured and utilized is not for profit and only intended for promotion, I waive all rights to compensation for use and I will not demand access or ownership of any media. I understand SPRINGBOARD shall maintain complete ownership over the Materials and thus owns all right, title and interest, including without limitation all copyrights, trademark rights and property rights, in and to the Materials. I hereby waive all rights to inspect and approve the Materials, its use, or such written or spoken copy as may be used in connection therewith. I agree that I will not hold SPRINGBOARD and affiliates responsible for any liability resulting from the use of the media in accordance with the terms hereof, excluding claims for defamation or child abuse of any kind whatsoever.

SIGNATURE STATEMENT:

This Agreement & Release of Liability will be construed in accordance with and governed by the laws of the State of New York.

I hereby warrant that I am the parent or legal guardian of Student and have full authority to execute this Registration and Release Form, which I have read, understand and approve. I hereby agree that both Student and I shall be bound to terms stated on this Release Form.

Signatory (executed upon online submission, with the below fields required):

Parent Name:

Date:

Student Name:

End Section: Releases

ONLINE FORM: INFORMED CONSENT FOR IN-PERSON EDUCATIONAL SERVICES

This document contains specific and important information about our decision (yours and instructors in Project SOME facilitated by Springboard), hereinafter called "we," as regards your dependent attending in-person for group learning in light of public health concerns. Please read this carefully and, prior to signing, present any questions. When you submit this document, it will be an official agreement between us.

Decision to In-Person

We have agreed to in-person meetings, consults, activities, and for coursework. If there is a public health concern which should arise during any semester, Springboard reserves the right and may require that any or all in-person endeavors be held via private Zoom or other online means, be deferred, or be pro-rata refunded.

Risks of Opting for In-Person Services

You understand that you are assuming the risk of your dependent's exposure to public health concerns that naturally occur and may be cause for exposure in a group, in-person setting. You also understand this risk may increase if public transportation, cab, or ridesharing service to the location are utilized.

Our Commitment to Minimize Exposure

Springboard, students, and instructors take steps to reduce the risk of spreading health risks during group such as regularly sanitizing all common area spaces, handles and knobs, and providing sanitizing wipes. Additionally, the space is well-ventilated, disinfecting is done with natural products, and the entire space is cleaned regularly.

Your Responsibility to Minimize Exposure

To obtain services in-person, you and your dependent agree to take certain precautions to help keep everyone (you, us, our families, and other persons on the property) safer from exposure. If you do not adhere to these safeguards, it may result in dismissal of your dependent and/or the move to online classrooms.

You understand these safeguards include:

- You and your dependent will only attend any in-person if you are symptom-free. If a student's temperature is elevated (>100 Fahrenheit), or if you notice other symptoms observed of illness, you agree to keep your child at home.
- Your dependent will not arrive more than 15 minutes before class, and will leave the space if no further classes are happening or if not participating in a study group.
- You and your dependent will wash hands or use hand sanitizer upon entering the location.
- You will instruct your dependent on the importance of coughing or sneezing into his/her arm and to do their best not to touch their face, and, on using the bathroom or kitchen, to wipe down all handles.
- If required by law and/or at the request of Springboard, you and your dependent will adhere to safe distancing precautions.
- Your dependent will wear a mask if required by law. Instructors may opt at will to wear a mask.
- Physical contact such as shaking hands between all persons shall be limited and reasonable.
- You will take steps at home to minimize exposure to infectious diseases at your discretion and according to the law without oversight by Springboard.
- If a resident of your home tests positive for any communicable infection, you will immediately let us know.

Note: We may change the above precautions if additional local, state, or federal orders or guidelines are published.

If You or We Are Sick

If you/your dependent show up for any in-person meeting, consult, or coursework and it is believed that precautions and guidelines are not being followed, or if we believe you have been exposed to a public health risk, Springboard retains the right to cancel any meeting and/or require you to pick up the student promptly. Conversely, if we or any other student tests positive for coronavirus or other known communicable health risk, we'll promptly notify you so you can take precautions as you deem fit.

Your Confidentiality in the Case of Infection

If you or anyone in your family has tested positive for any public health risk, we may be required to notify local health authorities that you have been in the building. If we have to report by law, we will only provide the minimum information necessary as required by law.

Informed Consent Statement and Signature:

Signatory (executed upon online submission, with the below fields provided online):

Read, understood, and agreed:

Parent Name _____

Parent Signature _____

Date _____

End Section: INFORMED CONSENT

(All fields below provided by you via the online registration form)

CONTACT INFO

STUDENT INFO:

Teen Legal F/L Name _____

Preferred First Name _____ Month of Birth _____ Current Age Today _____

Teen Email* (*Gmail required*) _____

Teen Cellphone* _____
(*If commuting alone, each teen must have use of a dedicated cellphone*)

Health concerns: _____

DESIGNATED Parent/Guardian INFO (only **one** guardian will be Springboard's contact):

Main F/L Name _____

Relation to Student _____ Cell Phone _____

Email* _____
**Please list an email for frequent/timely correspondence. Gmail is strongly preferred.*

City _____ State _____ Zip _____ Work Tel _____

TWO EMERGENCY CONTACTS (*excluding the Main Parent/Guardian listed above*)

1. Name & Phone* _____
**This person must be able to be reached during teen's attendance hours.*

2. Name & Phone _____

By registering online, I authorize Springboard or instructor to call an ambulance in case of emergency as deemed by instructors' sole discretion if/when a designated guardian cannot be promptly reached, and hereby release instructor and Springboard from liability as per the Release Form enclosed in this Package. I understand I will bear the liabilities and costs of any and all emergency care.

When you have read this entire package:

- New and Returning parents can request one free pre-sign-up consultation by emailing myndfullnyc@gmail.com or arrange by text at 917-328-4759

And/Or

- Proceed to fill out the online form to register right away, as the sign-up becomes available. Project SOME's registration online is **both** a Course Sign-Up and means by which to execute the entirety of this Parent Package, including all pages herein. The online version directly references the contents of this exact Parent Package as attachment, and verification of this occurs by clicking the checkmark option on the online form and the "submit" button at the time of sign-up. These acts duly and fully execute all terms in this Package. There is no need to print and email. No amendments are allowed.

This is your downloadable copy for reading and for your records.