# \*2025 FALL\* 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:

- <u>Consult & Services</u>: As a public benefit corporation project, we provide bespoke high-quality, low-stress educational support, bringing the whole non-conventional educational team together into community. In addition to facilitating Project SOME, we provide consultation for post-high school planning, demystifying the procedural aspects of homeschooling, transcripts, applications, and more.
- <u>Project SOME</u>: addresses your outsourcing needs for complex and rich high-school coursework. The Project matches guardians to vetted instructors for cost-effective, in-person, secular, outsourced coursework. We're your network as you administer your teen's education!
  - 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 professors (Master's degree or higher) who care. Their <u>courses</u> are particularly crafted to not just meet DoE requirements but moreso to offer creative, applicable-to-life, engaging, 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-max 10 students. This allows for better individualized attention while minimizing cost for quality, in-person learning. 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 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 and Project SOME. 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.

## **INDEX PAGE**

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<ul> <li><u>Reg Terms,</u> <u>Conditions, Policies</u></li> <li>Detailed terms of each phase of registration.</li> <li>General terms and conditions that apply to all phases.</li> <li>Details on refunds and cancellations.</li> </ul>	<ul> <li>Your Part</li> <li>Our Part</li> <li>Your Teen's Part</li> <li>Overall Culture</li> </ul>	<b>Forms</b> Jump to the legal agreements and signature pages. These are executed <i>online</i> . This printed copy is for your records.	

We're here to answer any questions you might have. It's <u>my job</u> to be clear and <u>your right</u> 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 TO KEEP HANDY

### NEED-TO-KNOW

- ✓ If enrolling more than one teen, you must complete an <u>Online Package</u> 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 <u>Online Package</u>.

### **OFFICE & ADDRESS INFO**

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

### Location:

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



### LINKS FOR YOU

### During Registration: Fall '25 Courses: Working Course Catalog

 Courses are offerings that proceed when minimum enrollment is reached (usually three teens). Springboard provides access to great courses — your signups determine the course calendar. 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 access to all the inner admin workings for the term. You must pay certain fees immediately. See pages 7-10
- 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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### Getting Started – Easier Than It Seems

We've been successful because guardians self-inform and we love what we do. More than 30 courses have proceeded each semester by teamwork! Although the parent role is lightened by outsourcing coursework to SOME instructors, the parent's keen understanding of this Package, timely responses for admin, and at-home oversight is genuinely needed. We are not funded. We work together. Adults' operational focus (you, the instructors, and Springboard) allows *your teens* to soar.

Recognizing & appreciating parent choice to homeschool and realizing your expenses are real, this Project was built to help you locate vetted, excellent instructors at far-below any tutor course, and provide learning together as a truly valuable benefit. Through Springboard, Project SOME helps you organize into small-group (<10 in any course) courses...and *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. Serious + fun.

### Pre-Registration:

All first-time registrants are encouraged to enjoy a free consultation *before* signing up for courses. However, you can sign up without a consult. If there are questions beyond the <u>course descriptions</u> <u>provided</u>, we can answer them during this call. Write kcr@somenyc.org to arrange a consult.

Your role as parents in working with Project SOME? We've made the steps you need to take from here pretty easy! The Package is long to be clear and transparent, and just follow the 1, 2, 3 on page six.

### PRINT ME: PROJECT SOME CALENDAR EVENTS, HOLIDAYS, DATES

IMPORTANT DATES		
Registration Phases (see p. 7)	Early: June 1 – June 7 *now only 1 week! Don't delay.	
	Term: July 1 – August 9	
	Late: After August 10	
	Limited: (1 or 2 courses only) After August 10	
Course Proceed Deadline (see p. 8)	August 10-12	
Orientation: Teens - Required	Returning Teens: Materials & Greeting, Sept 3 5pm	
1st Time Teens: September 3 5:30pm	1st Time Teens: September 3 5:30-6:15pm	
Parent & Teen – Instructor Greeting	September 3 6:15pm	
Orientation Online: New Parents	August 22 7pm & September 2 6:15pm	
<b>Orientation – Instructor Greeting</b>	September 3 - Instructor Greeting 6:15pm	
Classes Begin	September 8	
In-Person Finals Week December 8 – 12	& At Home Finals Week December 15 - 18	
Fall Activities Week:	(attend at will) Dec 16, 17, 18	
Holidays & Closures:	November 26 + November 27	

#### **ADDITIONAL CALENDAR NOTES**

If you and/or your teen cannot attend Orientation, write myndfullnyc@gmail.org and notify us.

New & Returning students are **required** to attend. We cannot impart new information individually.

At the time of Registration, all teen(s) should kindly fill out an "About You" document: For Your Teen

Assessments (aka, instructor review of individual performance) are delivered within **two weeks** after Activities Week. This is a courtesy; parent may monitor student performance through the Hub during the semester.

> \*We do *not* follow a religious or even the public holiday calendar. Days off, beyond the days noted, are left up to each family to decide.

### 1, 2, 3 Steps to Take:

1. Plan your *registration phase* for the term, as below.

During that phase, visit our Website. Go to the Registration Page in the top menu. Select the courses on our registrations web page. Submit the online form. You'll be emailed in 24 hours.
 If all is good on the registration, you'll receive an email with link to your chosen course list and your invoice. That's it!

Once we get through these easy steps, you'll get a login password for access to our website's backend for all term operations. This single login gives you access to a Private Folder (your invoice & teen assessment placed here), various resources, *and* access to a Community Hub to monitor progress throughout the semester for at-home oversight. One login is all you need!

### Phased Registration

Your registration costs are determined by phase (page seven). There are **four** phases: **Early**, **Term**, and **Late** phases <u>require</u> enrollment in a minimum of four (4) courses. The **Limited** phase is *strictly* limited to enrollment in one or two courses max for those wanting to just try it out and so the Ltd phase fee is obviously lower. First-come/first-serve. Wait-list is usually available.

### For All Phases These Apply

- Course Sign-up and this Parent Pkg are completed together *on <u>one form</u>* on our website. That Registration Page must be completed for *each* teen enrolled. Note: the terms within this Package are fixed and cannot be amended or adjusted, necessary for safety and insurance.
- <u>If an instructor/SOME cancels</u> a course for any reason *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'll be refunded on a *pro-rata* basis. If you drop a course that is proceeding, there are fees. See page seven.
- When signing up, carefully note minimum enrollees in the course description. Courses are contracted once minimum enrollment is met. This is detailed on page eight.

### Various Payment Dates Ease the Burden

**SF**: The Springboard Fee (SF) is a flat-fee for each teen for each term. The SF is separate from your chosen course fees (CF) as below. The SF is Springboard's fee covering all Project administration, sourcing/vetting instructors, consultations, evaluations, our safe space, assessments, and your teen's basic materials. The SF is non-refundable. All fees are clearly marked on your private invoice.

**CF:** Course Fees (CF) are the tally of the courses you select. These fees are dedicated instructor fees for their hard work. 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 for the whole term. Being on time with payments returns the kindness instructors give by allowing us to spread out payments.

### **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	Term Phase	Late Phase	Limited Phase		
(June 1 – June 7)	(July 1 – Aug 9)	(after August 10)	(after August 10)		
Each course \$400	Each course \$420	Each course \$450	see below		
Semester fee \$750	Semester fee \$760	Semester fee \$775			
SF:	<b>SF:</b>	<b>SF:</b>	<b>SF:</b>		
\$350 due <u>at sign up</u>	\$500 due <u>at sign up</u>	Total SF due on the first	\$250 due on the first		
<u>invoice</u> . Not refundable.	<u>invoice</u> . Not refundable.	day of class attended.	day of class attended.		
\$450 due <u>September 1</u> .	\$260 due <u>September 1</u> .	Not refundable.	Not refundable.		
*Returning Parents get discount CF \$385/course CF: \$200 toward each course selected is due sign up invoicing. This is not refundable unless SOME cancels a course. CF balance is due August 12. Any course dropped by you after August 12 will not be refunded.	CF: \$250 toward each course selected is due August 10. Not refundable after August 12 unless SOME cancels a course. CF balance is due <u>August 31</u> . Any course dropped by you after August 12 will not be refunded.	CF: \$250 toward each course selected is due at sign up invoicing. Not refundable. CF balance is due <u>September 15</u> . Any course dropped by you after the first class attended will not be refundable if SOME cancels a course.	<b>CF:</b> \$420 for one course \$840 for two courses Due at sign up invoicing. This phase is designed for those who want to "try" Project SOME, and will not need full-time resources. A <i>maximum</i> of two courses may be selected. No exceptions. No refunds unless SOME cancels a course.		

⇒ Courses are a la carte. The SF is a flat, one-time semester fee. The CF amounts to the number of classes you choose. Sibling discount available – contact us.

⇒ Courses may be added *without instructor approval* before September 15th. Instructor approval required after first week of classes.

- $\Rightarrow$  Students may sit-in *any* class to audit/potentially add during the first week of classes that's not full to capacity.
  - $\Rightarrow$  Deadlines are marked on your invoice. You will have 24/7 access to your invoice.
    - $\Rightarrow\,$  First come, first serve. Limited seating. Under 10 in any course.

### ⇒ Post-Registration Process

*Reminder first*: Simply pick your desired phase date from the previous page and return to our website to the Registration Page *at that time*. You'll execute your reading of this Package on that same form page where you'll select desired courses. You can add more later *if seats are available*. Click Submit.

- After you've submitted, within 48 hours you'll receive a link to your invoice. On the same day you
  get the link, it's very important to check the courses listed on your invoice to ensure they're correct.
  If something is wrong, you can right-click on any cell and Insert a Comment. This is our way to be
  on the same page and use the invoice to audit-trail changes. Comments go directly to Krista and
  she will contact you promptly.
- 2. Once courses are settled and we receive your first payment, you'll be sent an email with a Login Password. This email you should bookmark! It'll give you 24/7 access to a Private Folder and a Current Parent Back Page which you can visit for calendars, contact info, your invoice, templates for reporting, and access to our Community Hub which hosts every need to support your teen, from homework to reading resources for your at-home oversight.
- 3. Please please note the due dates on the invoice. It's important to pay *only on the dates shown* on your invoice *not before, and not after per the request of our accountant.* For state concerns and tax purposes, each date is intentionally listed. We are mindful. You are mindful. All good!

### ⇒ Course Proceed Deadline -- IMPORTANT!:

To make so many low-cost courses available to your teens, getting the group size / minimum enrollment met is vital. *Your clear understanding* of the below is <u>needed</u>. **Here's how it works**!

**<u>August 10</u>**: On this <u>exact</u> day, SOME tallies the sign-ups for each course toward minimum enrollment. If minimum enrollment has been reached, the course WILL proceed -- this is guaranteed through Springboard's legal contract with the instructors on that day. If a course has **not** reached minimum, we need you to take a next step with us in the next two days.

**August 11-12**: All parents must check their invoice on August 11th. If a course has less than minimum, instructors can cancel that course and you will be refunded <u>or</u> they will mark them as conditional. If, <u>and only if</u>, a "cancelled" or "contact Krista" comment appears on your invoice class list area do you need to do anything. *No notice, no worries*.

- ⇒ "Cancelled" you will be *fully refunded right away* and the refund details will be arranged. You can also instead 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.
- ⇒ "Contact Krista" this means that the course will proceed *conditionally* and you can telephone her at any time (8am-9pm) on August 11 or 12 to address the instructor's conditions or get a refund. The instructor might still teach it even if it only has two students but, for example, request each parent chip in a little extra to make up part of a fair wage for them to teach the course. Please realize the CF is for a full 16-weeks of instruction it cannot be expected an instructor not even earn commuting fees. Also please realize *you have the right to deny any conditional offer, and drop the course at no charge.* Timing is everything with these instances. By the 12th, the parents/instructors must arrive at an agreement or the course will cancel.

August 13-15: The final course calendar will be posted to all in the Community Hub.

### ⇒ Course Enrollment Summary & Further Considerations:

Spread the word on courses your teen wants to help ensure those proceed! All instructors legally contract to proceed to teach a group depending upon *enrollee count*. See the deadlines on page 8.

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 level.

Since a very limited number of seats are available, and since parents like you build teen 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.

Our community prides itself on being mindful. Realizing that SOME instructors are working at below-tutorrate for your teens and really do go to extreme lengths including spread-out payments. Again, 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. We're *helping* by handling your payments to instructors - kindly do not make us chase payment. Too, unfortunately, we have to pass on late fees if you're late because our accountant charges for every blip. Finally, note that late payments during registration can forfeit the seats booked, change your rates to a later phase if you're very delinquent, and might even prohibit a teen from attending until payment is resolved.

No payment should be sent until you review your invoice. Your invoice serves as a list of selected courses, as well as reflects any changes to courses. It's our audit trail and is helpful to you even for reporting. Being online, it's available 24/7. If you desire/require training on Google Docs, please attend the orientation.

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, a parent should notify the instructor while they can reach in to their instructor directly to figure out the best arrangements to "attend" or make up.

Semester-end assessments are given by instructors as a kindly written report to aid your own monitoring. These take two weeks to write, collect, and deliver. We cannot force instructors to remit these but we've not had an issue to date. They are actually usually very detailed and stellar. Please do not ask for updates throughout the semester – you have 24/7 access to monitor if they are keeping up with the courses. You will from Krista or an instructor if there are any concerns. No new, good news!

### 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 <u>must</u> 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.

### **SECTION 2**



- Pedagogy & Mission
- Your Part
- Our Part
- Your Teen's Part
- Overall Culture @ SOME
- During-term Procedures & Best Practices
- Forms to be executed at Online Registration These reflect insurance and legal agreements required and for the well-being of your teen, the program, and everyone involved.

### 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 athome 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 signup. 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. Semester Tasks & Roles

While Project SOME identifies instructors and minimizes part of your admin woes, the parent/guardian wholly maintains their right and role as administrator and reports to the NY Board of Education as lead educator/principal. *We source. You choose. Instructors teach to help. You oversee student and report.* 

- Parent is given 24/7 access to Google Hubs & monitor teen progress throughout the semester, posted by instructors directly. You will be contacted if there are any concerns during term.
- Parents do IHIP listing courses by instructor name (SOME is not to be listed; Springboard/Project SOME is not teaching). 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 <u>after</u> 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 various family structures, Springboard and instructors will <u>only</u> coordinate with the parent/guardian executing this package (the signatory). Families may share information from the Hubs as privately-determined. Signatory must request *in writing* that any another person's email be added for viewing Google docs. *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. 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 communications are critical.
- Careful reading of all documentation, invoice, and correspondence is necessary for the benefit of
  your teen, and due to the constraints of our small, unfunded project. Most questions/needs are met
  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. <sup>(C)</sup>
- Notify both instructor and Springboard if any parent, teen, or emergency contact information changes <u>or</u> when your teen will miss one or more classes. A teen may not notify about an absence.
- Carefully observe participation boundaries, absence notifications, lateness concerns, and help the learning flow with your oversight at home (section below).
- No busywork is *ever* given for at-home completion! We ask you assist & monitor student's completion of homework, promote unfailing attendance, and reinforce a strong finish on required final projects and final exams. Instructors do the heavy-lifting but *need you & your teen* to co-pilot.
- Gratitude-not-attitude defines SOME's culture. Please reinforce at home a gratitude toward the instructors and a mutual respect between students. Well-being and safety at SOME are serious.

### B. Procedural & Culture-Driven Policies

### Notes on the Culture & Our Focus:

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

1. **Caring in action**. We foster a culture of mindfulness by presence and through the impact of good communication. "Caring" is an <u>action verb</u>, and while we appreciate intentions, we realize it's what we do that moves a rowboat forward. The ethos here includes shameless, free-discussion in class, cleaning up the space together, 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 timely work, forging a harmonious learning environment by mindset, regular communication, kindness to instructors and other students, and to help keep the space neat.

- 2. **Will-driven participation**. Academic triumphs are a wonderful target but are *secondary* to effort here. Teens seek independence and respect as a young adult while and have that here within the boundaries of our mission together. A slow-awakening occurs in small-group, as instructors nurture their will to learn by making the value of their learning real and practical. 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** → **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 flourishing community of active kindness for physical safety, mental wellbeing, *and* for learning. Therefore, students may be dismissed from one or all courses under certain 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 also reinforce:

- A. <u>Lateness</u>: *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. <u>Absence</u>: *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.

### Student Statement:

### I hereby agree that I commit to all terms stated in this Package in the sections above.

In addition, all students fill out this <u>"About You" Form.</u> This is required *every* semester by *every* student. It's quick to fill out, and it's not only a cool time-capsule, but it helps the instructors 'meet' you as you change and grow and before you enter the room. It's light-hearted and only takes a few minutes!

Student Name:

### **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:

# 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 <u>exclusive</u> 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, instructors, and the Landlord take steps to reduce the risk of spreading health risks. We regularly and safely clean all common area spaces, handles and knobs, and provide sinks, soap and sanitizing wipes. Additionally, the space is well-ventilated. Disinfecting is done with natural, non-harmful products and the entire space is cleaned daily and weekly.

#### Your Responsibility to Minimize Exposure

To obtain services in-person, you and your dependent (aka, the Student) agree to take certain precautions to help keep everyone (you, us, our families, and other persons on the property) safer from exposure.

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 indicating illness, you agree to keep the student 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 or activity.

- 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 unless asked by Springboard to comply with any regulations.
- 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: Springboard may change the above safeguards if 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.

### 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 and will protect all privacy rights as ethical and legal.

### **Informed Consent Statement and Signature**

Read, understood, and agreed:

Parent Name\_\_\_\_\_

Parent Signature \_\_\_\_\_

Date\_\_\_\_\_

# End Section: INFORMED CONSENT #

### **ONLINE FORM: REGISTRATION CONTACT INFORMATION**

STUDENT INFO:						
Teen Legal F/L Name						
Preferred First Name	_Month of Birth Current Age Today					
Teen Email* ( <i>Gmail required</i> )						
Teen Cellphone*	must have use of a dedicated cellphone					
Health concerns:						
<b>DESIGNATED Parent/Guardian INFO</b> (only <u>one</u> guardian will be Springboard's contact)						
Legal F/L Name	Preferred First Name					
Relation to Student	Cell Phone					
Email*	orrespondence. Gmail is strongly preferred to provide Hub access.					
City State Zip	Work Tel					

### **TWO EMERGENCY CONTACTS**

(*do not list* yourself – you authorize the below as decision-maker in your stead when you cannot be reached but only in case of emergency)

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.

### Once 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 sign-up when your Registration Phase begins.

Project SOME's registration is online for **both** signing-up for courses and by which to fill out and execute the 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, printing, and for your records.