

*** 2026 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.

WHAT WE DO:

- **Consult & Services:** 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.
- **Project SOME:** 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 [courses](#) 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.

This is your copy to *download and save*. When you sign-up for courses on our website, you will execute this entire Package *online*. Please do not mail in.

INDEX PAGE

CLICK LINKS BELOW

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

<u>Basics</u>	<u>Important Dates</u>	<u>How-To Register</u>	<u>Registration Phases</u>
<ul style="list-style-type: none"> • Physical address • Handy links • Director contact info • Socials, etc. 	<ul style="list-style-type: none"> • Semester start/end • Orientation dates • Calendar/Closures 	<ul style="list-style-type: none"> • Your essential guide. • Read first before signing up for courses. 	<ul style="list-style-type: none"> • Four registration phases to choose from. • Pricing • Basic terms for refunds, added courses, etc.
<u>Reg Terms, Conditions, Policies</u>	<u>The Bespoke Project</u>	<u>Forms</u>	
<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 & Mission • Your Part • Our Part • Your Teen's Part • Overall Culture • During-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.
It's my 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 unique in the decentralized learning space, and so every detail counts toward making this bespoke project happen...*for your teen.***



SPRING: IMMEDIATE INFORMATION TO KEEP HANDY

NEED-TO-KNOW

- ✓ If enrolling more than one teen, complete an online form for *each teen*.
- ✓ To participate in Project SOME, there are three steps. 1. Online seat reservation and Parent Package execution; 2. Confirmation and partial billing; 3. Course calendar lock and final billing.
- ✓ Project SOME handles all ongoing administration via two Google Drive hubs (a private hub for the parent and another for semester community of teens, parents, and all instructors). You will have 24/7 access to these two hubs once registration is completed. No billing occurs until registration is confirmed and invoiced, and billing rolls out by distinct payment dates. Please register with the email you'll use throughout the semester.

OFFICE & ADDRESS 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 FOR YOU

During Registration: Spring '26 Courses: [Working Course Catalog](#)

- **Courses proceed when** minimum enrollment is reached (a minimum of three teens unless otherwise specified). Enrollment determines which courses will make the final calendar of classes. It is critical you sign up for the precise classes desired. **See pages 8-10.**

Full Access: [Registered Parent - Website Login](#)

- Parent participation occurs in a Private Folder which holds invoices and reports, and all parent-only documents. Homework and progress monitoring occurs in the Community Folder. Once initial administration is completed, you'll receive a single login you access through our website for everything. **See pages 7-10**
- Weather-related/emergency alerts & closures are posted on the website by 8:00 AM on the day of any closure/emergency notice. Please *do not* contact Springboard regarding such 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.

SECTION 1

Getting Started – Easier Than It Seems

Pre-Registration:

All first-time registrants are encouraged to enjoy a free consultation *before* signing up for courses while our draft course calendar has descriptions of the instructor offerings that you and your teen should carefully consider. Surely, you can sign up without a consult but we're here to offer guidance. If there are questions beyond the [course descriptions provided](#), we can answer them during the consultation call. Write myndfullnyc@gmail.com or text the director to arrange a consult.

Success... Together:

We've been successful because guardians self-inform, we love what we do, and by our joint commitment to focus on teen progress together. Despite our small size, and without being financed, we are enabled to offer outsource coursework two semesters a year—in fact, more than 30 courses have proceeded each semester by such teamwork! We work together with you to offer affordable access to excellent academics and a rich environment for homeschoolers. Streamlining the adults' operational focus (you, the instructors, and Springboard) allows *your teens* to soar.

Although the parent role is lightened by outsourcing coursework to SOME instructors, we still need the parent's keen understanding of this Package, awareness of our benefits and our constraints, and minimal at-home oversight to maintain a consistent effort. We are not funded, so there's no "staff" by which to micromanage the adult responsibilities. We count on your attention when needed. We make your job easier while we need you to pay close attention to deadlines, activities permissions, at-home work, and course recommendations.

Recognizing, appreciating, and supporting parent choice to homeschool, we realize the expenditures. This Project was purpose-built to help you locate vetted, first-rate instructors at far-below cost of any private institution or tutoring, and with non-parochial content. Through Springboard (our central consultancy), Project SOME helps parent-administrators organize teens into small-group learning (<10 in any course) ...and *teens* benefit! Vibrant discussions. Peer motivation. Upticked engagement. Low-stress.

We currently have *most* of our "graduates" in Ivy League schools! Even those students who fell behind in prior learning institutions or who were school-resistant (from boredom or bullying) were able to root themselves down in Project SOME and grow academically and emotionally. The environ is a low-anxiety, high performance space aimed to reawaken a love of learning. Teens get uncompromised, inspiring, secular academics/electives at private-school-level via a unique pedagogy designed by master classes so that courseload is manageable and learning sticks. The in-between times during classes also foster teen community, avoiding the isolation and distraction in online learning. Serious + fun + motivational.

Interested? We've made the steps you need to take from here pretty easy! The Package is long to be clear and transparent, so read on and let's get cranking!

PRINT ME: Project SOME

IMPORTANT DATES	
Registration Phases (see p. 7)	Early: Dec 7-14 <i>*now only 1 week! Don't delay.</i>
	Term & Limited: Dec 28-Jan 15 <i>*Limited is for 1 or 2 courses max</i>
	Late & Limited: Jan 20-Feb 2
Course Lock Deadline (see p. 8)	Conditional Agreements: Jan 16. Calendar Lock: Jan 19
Orientation: Teens - Required	Returning Teens: Friday, Jan 30, 6:45pm-7:30pm 1st Time Teens: Friday, Jan 30, 6pm-7pm
Parent & Teen – Instructor Greeting	Friday, Jan 30, 7:30-8pm
Orientation Online: New Parents	By request.
Classes Begin	February 2, 2026
In-Person Finals Week May 25 - May 28	• At-Home Finals Week June 1 – June 4
Spring Activities Week:	(optional) June 2-4
Spring Break / Closure:	April 6 – April 17

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

ADDITIONAL CALENDAR NOTES
<p>If you and/or your teen cannot attend Orientation, write myndfullnyc@gmail.org and notify us.</p> <p>New & Returning students are required to attend. We cannot impart new information individually. Materials must be picked up at orientation, including notebooks, pens, and cold-beverage cups.</p>
<p>At the time of Registration, all teen(s) must fill out an “About You” document: For Your Teen</p>
<p>Assessments (aka, instructor review of individual performance) are delivered within two weeks after Activities Week. This is a courtesy, as no instructor is required to provide such an assessment. The parent is the guardian and principal in charge of progress, and may monitor student performance through the Hub during the semester. You can report after receipt of the assessments (albeit, it will be a little late) or derive your own grades by careful monitoring at-home.</p>

REGISTRATION HOW-TO: Phases, Due Dates & Course Sign Up

1, 2, 3 Steps to Take:

1. Select the *registration phase* for the semester as below, noting course requirements.
2. During that phase only, go to this [Seat Registration link](#). Submit the online form, download this Package if you haven't already, and reserve seats in classes. You'll be emailed in 24 hours with a link to your invoice and confirming the selected classes.
3. Once the invoice pre-pay is completed, you'll receive a login to lock down the semester, complete payments, and be ready for orientation.

That's it! Critical to this process, however, is locking down the Course Calendar. See Page 8.

Phase Registration

Your registration costs are determined by phase (Page 7). There are **three** phases: **Early, Term & Limited**, and **Late & Limited**. Early, Term and Late require enrollment in a minimum of four (4) courses. Most registrations are upward of six on average. However, the **Limited** phase is available, while strictly reduced to enrollment in one or two courses *max*. This is offered for those wanting to just try out SOME, so the semester fee is lower. First-come/first-serve. Wait-list is usually available.

For All Phases

- Course Sign-up and this Parent Pkg are completed together *on one form* through our website. That page form must be completed for *each* teen enrolled.
- The terms within this Package are fixed and cannot be amended or adjusted. These terms are necessary for safety and insurance.
- If an instructor/SOME cancels 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. See page 7.
- When signing up, carefully note minimum enrollees in the course description. Courses are contracted only once minimum enrollment is met. This is detailed on Page 8.

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 courses (CF) as below. The SF is Springboard's fee covering all Project administration, sourcing/vetting instructors, consultations, evaluations, our safe space, and your teen's basic materials. The SF is non-refundable. It is paid in two installments directly to Springboard.

CF: Course Fees (CF) come from the courses you select *à la carte*. These fees are dedicated instructor pays covering the *entire* 16-week course. They are also paid in two installments. While arrangements can be made for hardships, strict payment dates are specified on your invoice. 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			
Early Phase (Dec 7 - 14)	Term Phase (Dec 28 - Jan 18)	Late Phase (after Jan 20 - Feb 2)	Limited Phase (Dec 28 - Feb 2)
Each course \$410 Semester fee \$750 <i>Min. 4 Courses</i>	Each course \$425 Semester fee \$775 <i>Min. 4 Courses</i>	Each course \$450 Semester fee \$800 <i>Min. 4 Courses</i>	see below <i>1-2 Courses Max</i>
<p>SF: Jan 4 - \$250 due. Not refundable.</p> <p>Feb 2 - \$500 due. Refundable if you withdraw by Feb 5.</p> <hr/> <p>CF: <i>*Returning Parents Discount: \$390 per course</i></p> <p>Jan 10: \$250 toward each course. Not refundable unless SOME cancels a course.</p> <p>Feb 10: CF balance due.</p>	<p>SF: \$500 due during sign up when invoiced. Not refundable.</p> <p>Feb 2: \$275 due. Not refundable.</p> <hr/> <p>CF: Jan 15 - \$250 toward each course selected. Not refundable unless SOME cancels a course.</p> <p>Feb 2 - CF balance is due.</p>	<p>SF: Feb 2 - \$825 due. Not refundable.</p> <hr/> <p>CF: \$300 due during sign up when invoiced. Not refundable unless SOME cancels a course.</p> <p>Feb 9: CF balance due.</p>	<p>SF: \$250 due Feb 2. Not refundable.</p> <hr/> <p>CF: \$440 for one course \$880 for two courses due during sign up when invoiced. Not refundable unless SOME cancels a course.</p> <p>Limited is designed those who not needing full-time resources. Max 2 courses; no exceptions. If you add courses, you shift to Late.</p>

- ⇒ **Courses are *a la carte*.** The CF amounts to the number of classes you choose.
- ⇒ **The SF is a flat, one-time semester fee.** Sibling discount available—contact us.
- ⇒ **Students may sit-in *any* class to audit/potentially add during the first week of classes that's not full to capacity.** You will be billed at your phase rate.
 - ⇒ **Courses may be added *without instructor approval* before February 2.** Instructor approval required after the first week of classes. You will be billed separately on February 12 for added courses.
- ⇒ **Deadlines denoted on your invoice are strict!** Please do not combine payments, or pay early or late. *Single accountancy is necessary to provide this service.* Late payment can shift you to a later phase and its higher fees. Refunds are detailed on page nine.

MUST-KNOW: Registration Detailed Terms & Conditions

⇒ **Post-Registration Process**

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

1. After you've submitted, within approx. 24 hours you'll receive a link to your invoice. On the same day you get the invoice link, it's very important to check the courses there to ensure they're correct. If something is wrong, right-click on the cell and Insert a Comment. The invoice is the audit-trail for all class selections and changes. Comments go directly to Krista -- she will contact you promptly.
2. Once we receive your first payment, you'll be sent an email with a Login Password. Bookmark this email! You need the login password for the whole semester. It'll give you 24/7 access to both your Private Folder and the Community hubs which you can visit for calendars, contact info, your invoice, templates for reporting, monitoring homework -- every need to support your teen, from templates for reporting to teen coursework is available for your at-home oversight.
3. We use an accountant for invoicing. We are charged fees whenever payments vary from the designated dates! While we try to spread out payments to ease upfront burden, it's return respect to pay *precisely on the dates shown* on your invoice. Do not combine payments either please. For state concerns & tax purposes, *each date is intentional*. Contact us immediately for any concerns.

⇒ **Course Proceed Deadline -- IMPORTANT!**

To make so many low-cost courses available for your teens, the group size / minimum enrollment is key. *Your clear understanding* of the below is needed. **Here's how it works!**

January 15: On this exact day, SOME tallies the sign-ups for each course. If minimum enrollment has been reached, the course WILL proceed – we contract the instructor on that day. If a course has **not** reached minimum, we still try to meet your teen wishes! Read on.

January 16-18: **All parents must check their invoice January 16.** If a course has less than minimum, instructors can cancel that course and you will be refunded. Conversely, they will mark these as conditional. If, and only if, "Pending--contact Krista" appears on your invoice next to a course name, follow the below. Else, it will say "Proceeding."

⇒ "Cancelled" - you will be *fully refunded right away*. You can also, instead, swap during this period for another course *at your original CF rate*. Krista will contact you by TEXT if you comment in a swap request. Note that instructors go to great lengths to *not* cancel. When possible, they'll sometimes opt to offer the course even with low enrollment.

⇒ "Pending-Contact Krista" - means the course can proceed *conditionally*. The instructor will provide the conditions—you and Krista need a call Jan 16! The condition might be that 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 that an instructor teach for 16-weeks for one or two CF fees. *You have the right to deny any conditional offer, and drop the course at no charge*. Timing is critical--by the 19th, the parents/instructors must arrive at an agreement, or the course will cancel & be refunded.

January 19: The final, locked course calendar will be posted.

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

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 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 *not* just hold a bunch of seats by clicking a lot on the form, and then try to swap/drop. Instructors use sign-ups as indications to start designing the course materials and slides. While we all understand there is no guarantee until there are three, mindful, committed selection counts.

Realizing that SOME instructors are working at far below tutor rate for your teens and really do go to extreme lengths including spread-out payments means that you are willing and able to pay on time. Money cannot be laid out for your child by one of us. Unfortunately, if payments are late, especially without notice and discussion, teens cannot return to classes. Too, please do not pay early or combine payments. The constraints on our Project mean careful accounting, and there is no 'school secretary' to remind about due dates. We're *helping* by handling your payments to instructors - kindly do not make us chase payment. Late fees will also accrue. 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 audits any changes. It's our non-paper paper trail. Being online, it's available 24/7. If you desire/require training on Google Docs, please attend the orientation.

Should an instructor have to miss a class, work will be provided by them *directly to the students*, and/or the class will have coverage, and/or be made up. In the case of long or unexpected absence by an instructor, a class might cancel and you will be pro-rata refunded, or an option will be offered at our discretion to regroup the course. If a student is out, however, a parent (not the teen) should notify the instructor while the teen can also reach in to their instructor for best arrangements to "attend" or make up.

Semester-end assessments are kindly given by instructors as a 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 coursework. You will hear from Krista or an instructor if there are any concerns. No new, good news!

We want to offer every class! We want the rooms buzzing and exciting! Spread the word on courses your teen wants to help ensure those proceed. Parent-to-parent word of mouth ensures a great semester.

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.

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 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 Springs 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 Spring/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. 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.*

- 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 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 various family structures, Springboard and instructors will only 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. 😊
- Notify both instructor and Springboard if any parent, teen, or emergency contact information changes or 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 action verb, 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. 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 by the student directly with instructor(s). Springboard is not responsible.

D. ONLINE AUTHORIZATIONS and SUBMISSIONS

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 ["About You" Form](#). 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 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, 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* (*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*)

Legal F/L Name _____ Preferred First Name _____

Relation to Student _____ Cell Phone _____

Email* _____
**Please list the email you frequent for timely correspondence. 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 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.