# 2027 SPRING
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# PARENT PACKAGE

## PROJECT SOME

**A public benefit service by Springboard Network, Inc.**

*It's All About The Teens!*

**This Information Package is your copy to *download & save*.**
**If / when you sign-up for courses on our website,**
**you will execute this entire Package *online* -- please do not print or email in.**

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**We're here to answer any questions. It's <u>our job</u> to be clear and <u>your right</u> to know!**
**No surprises. Nothing hidden. We co-pilot together.**

**Let's Get Started!**

We are the mindful community.
We are the self-informed community.
We are the self-directed community.

Reading pages 1-9
is essential to participate.

New parents should also read pages 10-14.

Pages 15-21 are necessitated by law & insurance.

• Request a free consult prior to enrolling. Email myndfullnyc@gmail.com or text 917-328-4759.

• **During registration** you'll execute forms in this package. There is one link on our registration form to do this!
somenyc.org/enroll

*We do not accept emailed or print copies of this Pkg. This is pdf is a downloadable copy to keep for your records.*

## BASICS FOR NEWCOMERS

### WHAT WE DO:

- Secondary Educational Consulting: Springboard is our consulting firm. As a public benefit corporation, 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 (see below), we offer private consultations for planning as well as readiness post-high school for non-conventional learners, demystifying the procedural aspects of homeschooling, transcripts, applications, and more.

- Project SOME: is a bespoke outsourcing project to help parent-educators unite for in-person coursework goals. The Project matches guardians with vetted instructors for cost-effective, secular coursework teens can take together. 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 do more than teach; they care. Their courses are particularly crafted to not just meet DoE requirements but moreso to offer creative, life-practical, engaging, academically-enriched coursework. We provide an array of tools for guardians to monitor coursework and assignments and hubs for everyone to connect. Bespoke. One-stop. Full service.
    - Courses are conducted in very small groups, comprised of 3 to a maximum of 10 students. This allows for individualized attention while minimizing cost. Enrollment is open to teens aged 13-18 (exceptions are allowed). Coursework levels are based upon *your* assessment of *your teen's proclivities and skills* rather than on conventional age/grade classification. Course descriptions and levels provided by the instructors will guide you, and one free consultation with the director can maximize your selections.
    - PROJECT SOME provides a safe academic enrichment 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; we receive no state or federal funding and therefore do not provide educational administration. Springboard hosts Project SOME as a community benefit.
- We do not file paperwork with State or Federal agencies. 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. As administrators & educators, parents: select courses, handle finances with efficiency/timeliness, and monitor progress/provide at-home oversight via our hubs on Google Drive, and file/report your teen's academic progress to the Dept. of Education.
- Springboard is NOT a tutoring list. Parents join Project SOME to gain access to our professional network of professors who opt to outsource independent coursework. These are professors who are *bona fide* Springboard members, are vetted, and participate at-will in Project SOME. During semesters, parents may connect directly to them, while we're also here to help.
- *SOME* does not file grades. However, the instructors do opt to provide a semester assessment with suggested grades as an aid to your reporting. Your oversight remains primary.

## KEEP HANDY

### OFFICE & ADDRESS INFO

**Location:**
88 Nassau Street (near Fulton Street)
4th floor, NYC
New York, NY 10038
**Coordinator:**
Krista Retto, 917-328-4759
myndfullnyc@gmail.com




### NEED-TO-KNOW PRONTO

- ✓ To participate in Project SOME, there are four steps a parent takes:
  - Carefully review the offered courses by reading the course descriptions. Ask questions before you register. All registrants are encouraged to enjoy a free consultation *before* signing up for courses. Write myndfullnyc@gmail.com with available days/times to arrange.
  - Fill out the *online* course sign-up / Parent Package page on our website.
  - Confirm coursework chosen before billing begins;
  - Oversee coursework completion at-home and, when the semester is over, file the tutored classes with the Board of Education as supported by the tutoring professor.
- ✓ NEW! A Gmail account is now required. Google changed folder access permissions, so both you and your teen will need Gmail accounts to access our confidential hubs. Register with the Gmail you'll use throughout the semester.
- ✓ If enrolling more than one teen, please complete an online form for *each teen*.
- ✓ No billing occurs until registration is confirmed and invoiced. Billing rolls out by distinct payment dates and amounts to help outlay.

### LINKS YOU NEED

**Pre-Enrollment:**

- Review the Course Calendar & Course Descriptions List There are **two tabs** at the bottom of the Google Doc. **Note that this calendar *may* update**!. See pages 8-10.
- Sign-up for Courses & Parent Package Execution Registration on Website.

**During Payment Times & During the Semester:**

- Parents participate through a single Website Login. Once you enroll, you'll get a password as a portal to two hubs.
  - 1. *Private Hub* which holds invoices, reports, and all parent-only documents. Within this hub, each parent has a separate, limited access subfolder. It can only be accessed with a Gmail account and only by the guardian who registers the teen.
  - 2. *Community Hub* which has calendars, contact lists, and a unified "All Homework" document which can be monitored for teen progress at any time. See pages 7-10

## KEEP HANDY

### IMPORTANT DATES: Project SOME

| REGISTRATION | |
|---|---|
| **Registration Phases (details p. 7)** | **Early**: November 28 - December 6 |
| | **Regular Term & Limited Phases:** Dec 7 – January 13<br>**Limited Phase restricted to 1 or 2 courses max* |
| | **Late:** January 14 – Jan 31 |
| **Lock Deadline (see p. 8)** | Calendar Lock: January 13 |

| ORIENTATION - Required | |
|---|---|
| **Orientation & Materials** | Sunday, January 31st, 5-6:30pm<br>*Instructors will be there at 6:00pm to greet everyone |

| CALENDAR & CLASSES | |
|---|---|
| **Classes Begin & End** | All courses begin February 1. The last classes are in the last week of May. |
| **Spring Break Closure** | March 22 – April 1. Classes resume April 5. |
| **In-Person Finals Week** May 24-May 27 • **Take-Home Finals Due** June 6 | |
| **Activities & Take-home finals**: | June 1-3 (activities are optional) |

| ADDITIONAL CALENDAR NOTES |
|---|
| ***We do *not* follow a religious or even public holiday calendar.**<br>Days off, beyond the days noted, are left up to each family to decide. |
| It is critical for new students to attend orientation – so they're not disoriented at the start ☺<br>Anyone unable to make orientation should write myndfullnyc@gmail.com before the end of August. |
| At the time of course sign-up, parents should ensure their teen(s) fill out an<br>"**About You**" document: A Link For Your Teen |
| Assessments (aka, instructor review of individual performance) are delivered within **two weeks** after Activities Week.<br>Instructors require time to mark final projects; the director requires time to cohere them into a report.<br>This is a courtesy provided – the parent is the guardian and principal in charge of progress, and may monitor student performance through the Hub during the semester. |

## HOW TO ENROLL & REGISTRATION PHASES, Due Dates & Course Sign Up

### *1, 2, 3* Easy Steps to Register:

1. Select the *registration phase* on the next page, noting the course enrollment requirements.
2. *During* your choice phase, visit this Sign-Up & PPkg link. While there, download this Parent Package if you haven't already, then select the classes you want. Click the submit button,
3. In about 48 hours, check your Gmail. You'll receive a link to an invoice to confirm that the coursework reflects your choices. You can note the payment due dates and respective amount due. Once all's settled, you & your teen(s) receive welcome emails with your respective logins. *Done!*

### Phase Registration Overview

Cost is determined by timing & course quantity (see next page) during **four** phases: **Early, Term, Late, and Limited.** Early, Term and Late require enrollment in a minimum of three (3) courses to align with our mission-built aim of cohesive learning in h.s. years. Most registrations are upward of four on average and financially make the most sense. However, the **Limited phase** allows enrollment in one or two courses, *max,* to "try out SOME" for a low semester fee but does not include consultations or other benefits. Wait-list is available if a course fills up during Early phase. We are first-come/first-serve.

### For All Phases

- Course Sign-up and this Parent Pkg are completed together *on one form* on our website. That page form must be completed for *each* teen enrolled. A sibling discount is available by inquiry.
- The terms within this Package are fixed and cannot be amended or adjusted. These terms are necessary for legal compliance, safety, and insurance.
- If an instructor or 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.
- Courses are contracted only once minimum enrollment is met. This is detailed on Page 8.

### Various Payment Dates Ease the Burden

Invoices with specific payment dates will be in a private Google folder between SOME and you. See the next page for rolling accounting, offered to make payments easier.

**SF**: The Springboard Fee (SF) is a flat-fee for each teen for each term. It's *separate* from your chosen courses (CF) which goes to the professors for 16-wks of instruction. The SF fee covers all Project administration, sourcing/vetting instructors, consultations, insurances, our co-op space, and materials provided to your teen. The SF is non-refundable.

**CF:** Course Fees (CF) reflect the courses you select á la carte. These fees are dedicated instructor pays covering the *entire* 16-week course. These are clearly demarcated on your invoice with strict payment dates so we can pay the professors in a timely manner. 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: Pricing, Refunds, and Dates

⇒ **Courses are *a la carte*. The CF totals to the number of classes *you* choose. The SF is a flat, one-time semester fee for the co-op space shared by the instructors, project insurance, materials, etc. No hidden fees! Sibling discount available--inquire.**

⇒ **Nothing is billed until 2027. Please do not send payment before due date.**

***CF*** = *Instructor/Course Fees* ***SF*** = *Springboard Semester Fee*

## Registration: Sign-Up Phases

| *3 or more courses*<br>**Early Phase**<br>**(Nov 28 - Dec 6)** | *3 or more courses*<br>**Term Phase**<br>**(Dec 7 – Jan 13)** | *3 or more courses*<br>**Late Phase**<br>**(begins Jan 14)** | *1 or 2 courses*<br>**Limited**<br>**(Begins Dec 7)** |
|---|---|---|---|
| Each course $450<br>Semester fee $750 | Each course $495<br>Semester fee $750 | Each course $495<br>Semester fee $850 | see below |
| **FLAT Semester Fee / SF**<br>**Due Jan 3**<br>*SF is not refundable.*<br>_____<br>**COURSE FEES / CF:**<br>*Returning Student Discount: $420 per course*<br>**Due Jan 13**<br>Not refundable unless SOME cancels. Payment plan is available. | **FLAT Semester Fee:**<br>**Due Jan 30**<br>*SF is not refundable.*<br>_____<br>**COURSE FEES / CF:**<br>**Due Jan 13**<br>Not refundable unless SOME cancels. Cannot swap courses unless approved. | **FLAT Semester Fee:**<br>**Due as billed**<br>*SF is not refundable.*<br>_____<br>**COURSE FEES / CF:**<br>**Due as billed:**<br>Not refundable unless SOME cancels. | ***SF & CF billed together***<br>**Total Due when billed**<br>1 Course: $825 includes everything.<br>2 Courses: $1,400 includes everything.<br>• No refunds unless SOME cancels.<br>• Courses may be added after sign-up, but rates will shift *to the Late Phase fees*. |

⇒ **Students may audit *any* class during the first week of classes that's not full to capacity. These courses can be added at no rate increase to CF, billed at your phase rate.**

⇒ **We allow students to add / join classes up to Feb 4.**

⇒ **Please tightly adhere to due dates on your invoice. *Tight accountancy is necessary to provide our service*. Late payment can incur fees, and may shift your overall rate to a later phase and higher fees.**

⇒ **Detailed information on all phases, refunds, etc. follow on the next two pages.**

**Link to Course Descriptions & Calendar** **Link to Sign-Up & Register**

## REGISTRATION: Detailed Terms & Conditions

### ⇒ *Post-Registration Process*

1. After you've submitted the website form, within 48 hours you'll receive an email from myndfullnyc@gmail.com. It's very important to check the link in the email to ensure the coursework selections are correct. They are listed on the left side of the draft invoice. If something is wrong, **right-click** on the cell and Insert a Comment. Comments go directly to Krista—no need to email. The invoice is the audit-trail for all initial and changed class selections and changes, so all communication regarding changes, adds, drops must occur on the invoice. Please do not text or email regarding course selections. Use the "insert comment" to communicate.
2. Once we receive a first payment from you, you and your teen will receive **website logins** to our confidential online hubs. Star these emails! Passwords are needed for the whole semester and logging in through the website provides 24/7 access to everything needed, including support for administration for reporting, the All Homework document for at-home oversight, calendars, trip and event sign-ups, etc.
3. Please note: *we* are charged fees if payments vary from the designated dates on the invoice! While instructors spread out payments to ease the upfront outlay, please return the consideration and *precisely heed the amount & date shown* on your invoice. Moreover, for legal state, insurance, and tax purposes, *each date is intentional*. Contact us immediately for any concerns.

### ⇒ *Calendar Lock Deadline -- IMPORTANT!*

This process has changed. Rolling admissions is how we aim to accommodate the many courses students want and need. It provides us a challenge, however, to also meet low-cost tutoring to you with a bare wage to the professors for *many weeks of instruction*. It is critical you read the below carefully and—importantly—note in course descriptions if a specific minimum enrollment is needed.

***January 13:***

- On this exact day, SOME pauses and tallies sign-ups for each course. Any course with NO sign-ups might immediately cancel. If a course with zero sign-ups remains on the calendar, this indicates the professor is willing to wait & see until Jan 30 if it gets a minimum of three.
- If no Required Min is listed in a course description, the course will proceed even if it only has one student on January 13th – our calendar lock date.
- Courses with a Required Min of 2 enrolled by Jan 13: the course will still proceed regardless if it only has one, but please read the next section!
- Courses with a Required Min of 3 enrolled by Jan 13 will automatically proceed.

***January 14 – Feb 4*:** Enrollment tallies will be continually updated.
Because we allow students to enroll up to Feb 4th, enrollment counts do change after calendar lock. While courses will proceed if they only have two teens signed-up, we ask parents to consider gifting the professor a collective fee if enrollment doesn't increase—yet this is OPTIONAL plus we have a fund building to help. If two students are signed up, we suggest a gift of $400 split between the parents to be made directly to the instructor at the end of the course**…meanwhile…**current parents in Project SOME have initiated a GoFundMe as a buffer for this very purpose. If enough funds are raised by the end of the semester, NO gifts will even be accepted. The GFM goal is $5,000 by May 15. Sharing this link on your socials or to your extended network helps our parent community!

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

**Reviewing the Basics:** First-come, first-serve. Seats are held in the order sign-up is received. Waitlist is usually available. No more than 10 students are admitted to any course. Parents can add more courses after initial enrollment *if seats are available*. February 4 is the latest date any student may add a course. Students may audit any class on Feb 1 – Feb 4.

**Importance of Course Descriptions:** Instructors make a dedicated effort to describe their course(s) and will notate if the coursework itself demands a minimum enrollment. Careful review of descriptions by teens and parents before sign-up is essential. If more detail is necessary, please contact the director by email.

**Payment-related:** Please realize that SOME instructors are working *at far below normal tutor rate* and supremely choose SOME because they care about equitable access to excellent, vibrant academics. They go to extreme lengths for your teen but also for you (hence the rolling due dates). Please pay on time and observe the invoice details. Not funded, there is no 'school secretary' to send remind notices for due dates or to attend to the invoices - *kindly do not make us chase payment*.

If you experience a need to delay a payment and do not write us on the invoice itself, late fees can and will accrue: late payments during registration can forfeit the seats booked, change your rates to a later phase if very delinquent; or might prohibit attendance until resolved.

- *No payment should be sent* until the due date and no payment or amount should vary from what is on the invoice. If you desire/require training on Google Docs, please notify the director.
- The invoices provide the singular means to track anything & everything to do with adult business. Download your invoice at the end of the semester for **transcript use**. We do not keep these!

**Absences:** 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 absent, however, a parent (not the teen) must notify the instructor by email, while the teen must also reach in to their instructor for arrangements to "attend virtually" or make up the class.

**Assessments:** Semester-end assessments are kindly given by instructors as a written report to aid your own monitored administration requirements. Assessments take two weeks to write, collect, and deliver to you after the last day of classes. We cannot legally force instructors to remit these but no professor has ever refused; the assessments are actually usually very detailed and stellar. Please do not ask for updates throughout the semester – **all parents have 24/7 access to monitor** coursework and will hear from Krista or an instructor *if* there are any concerns. No news is good news. ☺

*Additional Notes:*
Due dates for payments may be extended for genuine emergencies, at the sole discretion of either Springboard or instructor. Cash or Zelle or Bank Check only. 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.



## PARTICIPATION:  CULTURE, RESPONSIBILITIES, MISSION

- Your Part
- Our Part
- Your Teen's Part
- Overall Culture @ SOME
- During-term Procedures & Best Practices
- Pedagogy & Mission

*You, your teen, and we want the rooms buzzing, exciting!*
Spreading the word helps ensure the courses your teen wants are rich with discussion and group work. Parent-to-parent word of mouth gives the trust another parent needs.

Community thrives by action! Spread word of Project SOME's incredible courses!

## THE BESPOKE PROJECT: The A, B, C of How & Why We Do

### A. Semester Tasks & Roles: Your part, our part, together

While Project SOME identifies quality instructors and minimizes the woes of advanced coursework and multiple payments, the parent/guardian wholly maintains their right and role as administrator. *We source. You choose. Professors teach.* Parents are both the principal and the school counsellor reporting to the NY Board of Education. Your role as parent-administrator and executive financier is critical. Here's how:

- **Oversight:** You oversee at-home; weekly work generally demands no more than 1.5 hours of review, reading, or research at home with six days to do it. With 24/7 access to Google Hubs, parents can monitor this. With a single login, what is covered each week and if there is homework is posted by instructors directly on a document called "All Homework." But we note:
  - No busywork is *ever* given for at-home completion! But when homework is given, it is to be completed, and timely. If you notice slack, please encourage your teen to use the six days well.
  - If two assignments are missing, you are likely to get a note from the professor. At three missed assignments, as we are not in the business of letting a teen fall through the cracks, you will receive a note from the director as well as the professor to team up and solve it the best we can. If the teen cannot catch up, rather than their feeling despondent and also disrupting the small-group discussions which propel a class, we reserve the right to have the teen either change to pass/fail audit, or to have the student leave the class.
  - Reporting: Parents do IHIP listing courses and quarterlies -- SOME is <u>not to be listed; utilize the professor's name on reports;</u> SOME is not teaching). There are templates you can use to report in the Parent hub and a document to help parents convert hours for transcript purposes.
    - Remember to download the individualized end-term assessment from the instructors (delivered within two weeks <u>after</u> the end of the term). We do not keep these files! If you need to report before this, please use your own gauge from your at-home oversight.
- **Access:** For safety, privacy, insurance, and legal concerns and to respect various family structures, Springboard & instructors will <u>only</u> coordinate and communicate *with the parent/guardian executing this package* (the signatory). Families may share information from the Hubs as privately-determined. Signatory must request *in writing* IF any another person's email should be added for *viewing* Google docs while we still cannot *communicate with anyone but the signatory.*
- **Your Part:** Designated parent/guardian agrees throughout the semester to:
  - *Regularly* check Gmail for correspondence (and to respond in a timely fashion). You'll only be contacted about 4x during a semester, while those communications are critical.
  - Carefully read all documentation, invoice, and correspondence—it's necessary for the benefit of your teen. Due to the constraints of our small, unfunded project, most questions/needs are met in this Package, our 24/7 accessible Google hub documents, and via our website. Please always look to these first *before* contacting us. Every moment we're talking to you we are detracted from work with your teen. Read, read, read. ☺
  - Notify both the instructor(s) and the director if any parent, teen, or emergency contact information changes.
  - Notify the instructor(s) only when your teen will miss one or more classes. A teen *may not* notify about an absence. Teens must, however, notify if they will be late during commuting. Ensure they add instructor telephone numbers into their phones, and whitelist the professor emails. We help with this too!
  - Gratitude-not-attitude, inclusion-not-seclusion define SOME's culture. Please reinforce at home our mission of unity, expressed gratitude, and a mutual respect between students. Well-being and safety at SOME are serious – we come together to learn; we grow positively.

## 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. About that…

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 low-cost excellence, individualized attention, and even split payments. *Guardians* show it 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, 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 and have that here within the boundaries of our mission together. A slow-awakening occurs in small-group, as instructors cultivate their will to learn by making the value of their learning *real and practical*. Teens must bring an open mind, ready presence, and a commitment to try. 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 by 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:

- 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 since the instructor must teach/tend to the students present.

- 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.
- *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 once executed online, 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.
- Students (with guardian oversight) are responsible to manage make-up of missed work by the student directly with instructor(s). Springboard is not responsible.

***A Pedagogy & A Method:***

By profession, we are committed to pedagogical excellence for the teens. Springboard vets the instructors involved in Project SOME. We synchronize with the professors to discuss the planned coursework to ensure they fulfill best practices to fit our mission and meet parent needs. As professionals, of their own accord, instructors also consider what students are learning cross-discipline, so the students are learning cohesively. Learning sticks when courses link, rather than come as a bunch of "unrelated" things removed from associative understanding and practical life. 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 wholeness 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. SOME's director will often facilitate resolution conversations.

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. Our track record speaks for itself—our grads are presently in Cornell, NYU, Columbia, Bates, George Washington U, and so on.

Each student is guided at *their own* skill level, while basic K-8 skills sets are anticipated to have been previously obtained. Bridge courses (skills courses & survey 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 start-off 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, and life. 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!

## D. ONLINE AUTHORIZATIONS and SUBMISSIONS

*These will be executed online – no need to print/submit the form here. This is for your records.

### 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 #

**Link to Course Descriptions & Calendar** **Link to Sign-Up & Register**

## 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.

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# End Section: **Basic Information #**

***CLOSING THOUGHTS: 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. We currently have *most* "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.

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.

**Once you have read this entire package:**

- Acces a 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 selected 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.

**Thanks – and welcome aboard!**