

YOUTH SUMMER PROGRAM

PARENT & STUDENT HANDBOOK

INSTITUTIONAL EDITION | SUMMER 2026



JUNE 1 – JUNE 24, 2026

FOUR-WEEK IMMERSIVE PROGRAM

MONDAYS, TUESDAYS & WEDNESDAYS | 9:00 AM – 1:00 PM

DALLAS COLLEGE – BROOKHAVEN CAMPUS | ROOMS T301 & T303

AGES 14 – 18

2026

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DOCUMENT INFORMATION

Field	Detail
Document Title	Parent & Student Handbook — Institutional Edition
Program	Youth Summer Program 2026
Version	1.0
Effective Date	May 2026
Next Scheduled Review	January 2027
Owner	— Office of the Founder & CEO
Approved By	Kaila Cherie, Founder & CEO
Distribution	Enrolled families, program staff, Dallas College facility partners
Classification	Public — parent-facing institutional document



How to Use This Handbook

This handbook is Blueprint University’s flagship operational document for the Youth Summer Program. It is parent-facing, but also serves as the operational blueprint for staff, partners, and future program sites.

Families are asked to read the handbook in full, complete all required program forms, and attend Parent Orientation before the program begins. Additional operational sections may be included for staff, partners, and internal program planning, but the parent-facing sections are intended to guide families through expectations, procedures, and day-to-day program requirements.

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———— PART I ————
**PROGRAM
OVERVIEW**

WELCOME, MISSION, SCHEDULE, AND CURRICULUM



Welcome Letter from Blueprint University



Dear Families,

Welcome to the Youth Summer Program. Thank you for trusting us with your student this summer.

Blueprint University is a workforce-driven institution that treats entrepreneurship as a real, teachable skill not a hobby or a coaching experience. We build training that produces measurable outcomes, and we hold ourselves to the standards of the colleges, banks, and employers we partner with.

This four-week program is designed to give your student practical foundations they can carry forward into school, into work, and into anything they decide to build. Over twelve structured program days, students will learn how a business actually runs, work on real branding and budgeting decisions, develop and rehearse a business pitch, and present it on Demo Day in front of family and invited guests.

This handbook is the operating document for the program. It is designed to answer common questions, set clear expectations for students, and give parents a clear picture of how the program is run day to day. Please read it together as a family, complete all required program forms, and attend the Parent Orientation before the program begins.

We look forward to a strong summer with your student.

Warm regards,

Kaila Cherie
Founder & CEO, Blueprint University

2. ABOUT BLUEPRINT UNIVERSITY

Blueprint University is a workforce-driven entrepreneurship institution headquartered in Dallas, Texas. Our mission is to position entrepreneurship as a licensed, teachable skill and to build the infrastructure that produces capital-ready, workforce-ready founders and operators.

What We Build

- Structured curriculum and credentialed instruction in entrepreneurship and business operations
- Capital readiness and borrower-readiness pipelines for founders
- Workforce training pathways aligned with employer and economic development needs
- Replicable program models for institutional partners — colleges, banks, foundations, and municipalities

Why a Youth Program

The Youth Summer Program is the entry point into Blueprint University's pipeline. We believe foundational business fluency — branding, budgeting, marketing, operations, leadership, and pitching should be available to students before college, not after. This program gives ages 14 to 18 a structured first experience with the tools used by working founders and small business owners.

Our Standards

- Instruction is led by staff and approved instructors
- Curriculum is delivered through structured modules, hands-on workshops, and team projects
- Programs are operated to the standards expected of an institutional educational partner
- Outcomes are documented through progress reports, a final pitch, and post-program surveys

3. PROGRAM OVERVIEW

The Youth Summer Program is a four-week immersive program for students ages 14 to 18. It runs Mondays, Tuesdays, and Wednesdays from June 1 through June 24, 2026, for a total of twelve program days, culminating in Demo Day on Wednesday, June 24.

Program Pillars

Each program day touches one or more of the eight program pillars. Each pillar is taught through instruction, applied through workshop activity, and reinforced through team projects.

- Entrepreneurship — how value is created, identified, and delivered
- Business Foundations — how a business is structured and run
- Branding — identity, voice, audience, and storytelling
- Budgeting — personal and business financial literacy
- Marketing — customers, channels, content, and outreach
- Operations — planning, execution, and delivery
- Leadership — teamwork, communication, and decision-making
- Pitching — preparing and delivering a final business pitch on Demo Day

Program Outcomes

By the end of the program, each student will have:

- Built a foundational business concept of their own (solo or with a team)
- Developed a working brand, simple budget, and outreach plan
- Practiced public speaking in a structured pitch format
- Delivered a final pitch at Demo Day in front of family and invited guests
- Received a written Student Progress Report and a Certificate of Completion

4. PROGRAM DATES, TIMES, AND LOCATION

Program	Detail
Program	Youth Summer Program
Name Format	Four-week immersive program (12 program days)
Dates	June 1 – June 24, 2026
Days	Mondays, Tuesdays, and Wednesdays
Time	9:00 AM – 1:00 PM (Central Time)
Campus	Dallas College – Brookhaven Campus
Rooms	T301 and T303 (Building T)
Ages	14 – 18
Demo Day	Wednesday, June 24, 2026 — families invited
Website	www.blueprintuniversity.com/youthsummerprogram

Program Calendar

Week	Program Dates	Curriculum Focus
Week 1	June 1, 2, 3	Entrepreneurship Foundations & Business Basics
Week 2	June 8, 9, 10	Branding & Marketing
Week 3	June 15, 16, 17	Budgeting & Operations
Week 4	June 22, 23, 24	Leadership, Pitch Prep & Demo Day

Note

DemoDay is the final day of the program (Wednesday, June 24, 2026). Family attendance is strongly encouraged. Details are in Section 30.

5. DAILY SCHEDULE

Each program day runs from 9:00AM to 1:00 PM Central Time. The schedule below is the standard daily format and is followed consistently across all twelve program days. Specific activities shift based on the week's curriculum focus.

Time	Activity
9:00 – 9:15 AM	Arrival, sign-in, and morning check-in
9:15 – 10:15 AM	Instruction Block 1 — concept of the day
10:15 – 10:30 AM	Snack break
10:30 – 11:45 AM	Workshop and hands-on application
11:45 – 12:15 PM	Lunch (students bring their own lunch)
12:15 – 12:55 PM	Team work, pitch development, or guest speaker
12:55 – 1:00 PM	Daily wrap-up, attendance close-out, dismissal

Demo Day Schedule

On Demo Day (Wednesday, June 24, 2026), the daily schedule shifts to accommodate final preparation and a family showcase from 11:30 AM to 1:00 PM. See Section 30 for the full Demo Day schedule.

6. FOUR-WEEK CURRICULUM ARC

The program is built as a deliberate four-week arc. Each week builds on the one before it, ending in Demo Day.

Week 1 — Entrepreneurship Foundations & Business Basics

Dates: June 1, 2, 3 (Mon–Wed)

- What entrepreneurship actually is — and what it isn't
- How a business is structured (sole prop, LLC, S-Corp, partnership)
- Spotting opportunity: needs, pain points, and value creation
- Idea generation, refinement, and the start of a personal business concept

Week 2 — Branding & Marketing

Dates: June 8, 9, 10 (Mon–Wed)

- Brand identity: name, look, voice, and audience
- Building a basic brand kit (colors, fonts, logo concepts)
- Customer discovery and basic market research
- Marketing channels, content, and outreach planning

Week 3 — Budgeting & Operations

Dates: June 15, 16, 17 (Mon–Wed)

- Personal financial literacy: income, expenses, savings, credit
- Business financial literacy: revenue, costs, margins, breakeven
- Building a simple operating budget for a business concept
- Operations basics: how the work actually gets done, end to end

Week 4 — Leadership, Pitch Prep & Demo Day

Dates: June 22, 23, 24 (Mon–Wed)

- Leadership and teamwork in business settings
- Structuring a pitch: problem, solution, audience, business model, ask
- Rehearsal, peer feedback, and instructor coaching
- Demo Day: final pitch presentations and Certificate of Completion (June 24)

Curriculum Note

Curriculum is owned by Blueprint University and may be adapted from year to year based on student needs, feedback, and partner input. The eight pillars remain consistent across all editions of the program.



———— PART II ————

LEADERSHIP & SUPERVISION

WHO RUNS THE PROGRAM AND HOW



7. WHO LEADS THE PROGRAM

Blueprint University staff are present every program day and are responsible for instruction, supervision, and program operations. The structure below identifies the team and how to reach each role. Specific names will be confirmed with families before the start of the program.

Program Leadership

Role	Detail
Founder & CEO	Kaila Cherie — institutional oversight, partner relationships, program direction
Program Director	[Name TBD] — daily program leadership, instructor management, parent escalation
Education Director	[Name TBD] — curriculum quality, instructional standards, student progress
Lead Instructor(s)	[Name(s) TBD] — daily instruction across the eight program pillars
Operations Coordinator	[Name TBD] — attendance, daily logistics, materials, parent communications
Support Staff	[Names TBD] — classroom support, student supervision, safety

Dallas College Facility Support — Distinct from Program Staff

Dallas College personnel are available on campus during program hours and are responsible for facility access only. This includes:

- Unlocking and securing program rooms
- Coordinating building access for staff
- Custodial support and HVAC issues
- Campus emergency response per Dallas College protocols

Dallas College staff do not supervise or instruct students. All instruction, supervision, and participant management is the responsibility of Blueprint University.

Background Checks & Credentialing

- All instructional and supervisory staff complete a background check before working with students.
- Staff complete training on the Code of Conduct, emergency procedures, and youth safety expectations.
- Guest speakers and volunteers are vetted in advance.



8. CAMPUS SAFETY AND STUDENT SUPERVISION

Supervision Standards

- Blueprint University staff are present from drop-off through pick-up every program day.
- Staff-to-student ratio targets 1:10 or better during instructional time.
- At least two staff members are present in the program space during all program hours.
- Staff are visible at sign-in, sign-out, transitions, and breaks.

Where Students May Be

- Inside Rooms T301 and T303 during instruction and workshops
- Immediately adjacent restrooms and hallway (with staff awareness)
- Designated common spaces accompanied by a staff member
- Outside the building only at arrival and dismissal

Visitor Policy

- Visitors are not permitted in the program rooms during instructional hours.
- Pre-approved guest speakers and volunteers must check in with the Operations Coordinator and follow the Volunteer & Guest Speaker Guidelines.
- Parents may only enter the program space outside instructional hours and with prior coordination.

Campus Emergency Coordination

Blueprint University will follow Dallas College Brookhaven's campus-wide emergency protocols at all times. Staff are trained on lockdown, evacuation, and severe weather procedures specific to this campus and these rooms. Parents will be notified per the Parent Emergency Notification Protocol in Section 27.

———— PART III ————

PRE-PROGRAM READINESS

PARENT ORIENTATION, FORMS, AND READINESS
CHECKLISTS



9. PARENT ORIENTATION & PRE-PROGRAM READINESS

Every enrolled family is required to attend a Parent Orientation prior to the program start. This is part of how Blueprint University ensures students arrive on Day 1 prepared and parents start the program with full clarity on operations, expectations, and emergency procedures.

Purpose

- Introduce parents and students to leadership and staff
- Walk through the handbook, daily schedule, and curriculum arc
- Confirm forms, payment, and communication preferences
- Review safety, emergency, and pick-up procedures live
- Answer family-specific questions before the program begins

Format & Schedule

Detail	Information
Date	Tuesday, May 26, 2026
Time	7:00 PM – 8:00 PM Central Time
Format	Virtual
Virtual Link	MS Teams - link to be provided

Required Attendance

- At least one parent or legal guardian must attend.
- Enrolled students are welcome and encouraged to attend.
- If a family cannot attend live, a recording will be made available, and a brief make-up call must be scheduled before the first program day.

What Parents Should Prepare for Orientation

- Read the full Parent & Student Handbook in advance
- Bring questions specific to your student
- Have a list of authorized pick-up adults and emergency contacts ready
- Be prepared to discuss any medical, allergy, or accommodation needs

Final Forms Checklist — Due by Friday, May 22, 2026

- Student Intake Form
- Dallas College Liability Form
- Authorized Pick-Up Form
- Student Code of Conduct Agreement
- Parent/Guardian Handbook Acknowledgment

Program Readiness Checklist — Day 1 (Monday, June 1, 2026)

By the first program day, your student should:

- Know the address and the building/room (Dallas College Brookhaven, Building T, Rooms (T301/T303)
- Have a packed lunch and a refillable water bottle (Blueprint provides one on Day 1)
- Bring a notebook and two pens or pencils
- Be dressed for a smart-casual learning environment (see Section 17)
- Know who is picking them up and how they will be dismissed
- Have their parent's phone number memorized or saved

10. REQUIRED FORMS CHECKLIST

All forms must be completed, signed, and returned before your student's first day on Monday, June 1, 2026. Forms may be submitted electronically through the parent portal at <https://www.blueprintuniversity.com/studentandparentforms>.

✓	Form	Required Signature
<input type="checkbox"/>	Student Intake Form (Appendix A1)	Parent / Guardian Parent
<input type="checkbox"/>	Dallas College Liability Form (Appendix A2)	Parent / Guardian Parent
<input type="checkbox"/>	Authorized Pick-Up Form (Appendix A3)	Parent / Guardian Parent
<input type="checkbox"/>	Student Code of Conduct Agreement (Appendix A4)	Student + Parent / Guardian
<input type="checkbox"/>	Parent/Guardian Handbook Acknowledgment (Appendix A5)	Parent / Guardian

Deadline

All required forms are due no later than Friday, May 22, 2026. Tuition payment must also be current by this date to maintain enrollment.

———— PART IV ————

DAILY OPERATIONS

WHAT HAPPENS DURING EACH PROGRAM DAY



11. DROP-OFF AND PICK-UP PROCEDURES

- Drop-off begins at 8:45 AM. Instruction begins promptly at 9:00 AM.
- Use the designated drop-off area at the Dallas College Brookhaven Campus near the Building T entrance.
- Students enter Building T and proceed to Rooms T301 / T303.
- Blueprint University staff sign each student in every morning.

Pick-Up

- Pick-up begins at 1:00 PM at the same Building T entrance.
- Only adults listed on the Authorized Pick-Up Form may pick up a student. Photo ID is required.
- Students are released only after a staff member signs them out.

Late Pick-Up

- All students should be picked up by 1:15 PM.
- If a late pick-up is unavoidable, notify the Operations Coordinator in advance.
- Repeated late pick-ups (more than three) trigger a conversation with the parent/guardian about continued participation.

Students Who Drive or Use Rideshare

Students ages 16+ who plan to drive themselves or use ride share must have written parent/guardian permission on file. Please indicate this on the Authorized Pick-Up Form.

12. ATTENDANCE EXPECTATIONS

This is a structured, fast-moving program. Each day builds on the one before it. Consistent attendance is essential for students to complete their final pitch and graduate from the program.

Expectations

- Students are expected to attend every scheduled program day (12 total).
- Students are expected to arrive on time and stay for the full session.
- Students must attend Demo Day (Wednesday, June 24, 2026) to receive their Certificate of Completion.

Absences & Tardiness

- If your student will be absent or late, notify the Operations Coordinator by 8:30 AM that day.
- More than two unexcused absences may affect a student's ability to complete and present their final pitch.
- Make-up resources will be shared by the instructor when an absence is communicated in advance.
- Daily attendance is tracked using the Daily Attendance Tracking Template



13. AUTHORIZED PICK-UP POLICY

The safety of every student begins with knowing who is allowed to pick them up. We hold this policy strictly.

Policy

- Only adults (18+) listed on the Authorized Pick-Up Form may pick up a student.
- Photo ID is required at pick-up until staff consistently recognize the adult.
- Changes to the authorized list must be submitted in writing (email is acceptable) by the parent/guardian who completed the original form.
- Last-minute phone changes will be confirmed by call-back to the parent/guardian's number on file before release.

Students Approved to Self-Release

- Students 16+ may be approved to leave the program on their own (drive themselves, walk, or use rideshare) only if the parent/guardian has indicated this in writing on the Authorized Pick-Up Form.
- Self-release students still sign out with a staff member each day.

Custody Considerations

If there are custody arrangements that affect pick-up, please share relevant documentation with the Operations Coordinator. Blueprint University will honor court-ordered arrangements.

14. WHAT STUDENTS SHOULD BRING

Dallas College does not provide camp materials. Blueprint University will supply most program materials, but students should bring a few items each day.

Bring Every Day

- Lunch (no refrigeration or microwave available)
- Refillable water bottle (provides one on Day 1)
- Notebook or notepad
- Two pens or pencils
- A positive, ready-to-work attitude

Optional

- Personal laptop or tablet (not required — Blueprint University will provide what is needed)
- Light jacket or hoodie (rooms can be cool)

Please Leave at Home

- Valuables, large amounts of cash, or expensive jewelry
- Energy drinks
- Items unrelated to the program

Note Blueprint University is not responsible for lost, damaged, or stolen personal items.

15. WHAT BLUEPRINT UNIVERSITY PROVIDES

Every enrolled student receives the following at no additional cost:

- Blueprint University Youth Summer Program T-shirt
- Blueprint University branded water bottle
- Blueprint University branded backpack
- All instructional materials, workbooks, and handouts
- Daily snacks
- A written Student Progress Report at the end of the program
- Certificate of Completion (awarded on Demo Day)
- Access to a final pitch experience in front of family and invited guests



Items are distributed during the first week of the program.

16. MEALS AND SNACKS POLICY

Snacks

- Blueprint University provides one snack per day during the 10:15 AM break.
- Snacks are selected to be peanut-free where possible. Specific ingredients can be shared on request.
- Students with food allergies must complete the Medical / Allergy Information Form so the program can accommodate them.

Lunch

- Students bring their own lunch each day.
- There is no refrigeration or microwave on site. Pack lunches accordingly (ice pack recommended).
- Do not send lunches containing peanut products if a student in the program has a peanut allergy. Blueprint will communicate this in advance if applicable.

Water & Hydration

Students receive a Blueprint University water bottle on Day 1 and have access to refill stations on campus throughout the day.



17. DRESS CODE

Blueprint University uses a smart-casual standard. Students should be comfortable enough to work and present, but dressed in a way that reflects the professional nature of the program.

Acceptable

- Jeans, joggers, or chinos in good condition
- T-shirts, polos, or blouses
- Blueprint University program T-shirt (encouraged any program day)
- Closed-toe shoes or clean sneakers

Not Permitted

- Clothing with profanity, hate symbols, drugs, alcohol, or sexually explicit imagery
- Pajamas, slippers, or beachwear
- Excessively torn or revealing clothing

Demo Day Dress Code (June 24, 2026)

Students should dress in business-casual attire for Demo Day. The program T-shirt is also acceptable. Suggested options include a button-down or blouse with chinos or a skirt, and clean closed-toe shoes.



18. TECHNOLOGY AND DEVICE POLICY

Blueprint University treats phones and devices the way most professional environments do. The goal is focused, engaged students producing real work.

Cell Phones

- Phones should be silenced and put away during instruction blocks.
- Students may use phones during the snack break and lunch period.
- Parents who need to reach their student during program hours should call the Operation Phone.

Laptops and Tablets

- Personal laptops or tablets are optional. Blueprint University will provide what is needed for in-program activities.
- Personal devices should be used only for program work during sessions.
- Blueprint University is not responsible for lost or damaged personal devices.

Internet Use

- Students use campus or Blueprint-provided internet during program activities.
- Program internet is limited to program-related work, research, and design.
- Inappropriate use (gaming, streaming, explicit content, etc.) is not permitted and may result in loss of device privileges.

———— PART V ————

STUDENT CONDUCT

EXPECTATIONS, BEHAVIOR, AND PROGRESSIVE
RESPONSE



19. STUDENT CODE OF CONDUCT

Blueprint University operates as a professional learning environment. Students are expected to treat the program — and one another — with the seriousness and respect of a real business setting.

Students Are Expected To

- Be on time, prepared, and engaged
- Treat instructors, staff, peers, and campus personnel with respect
- Follow instructions from Blueprint University staff at all times
- Participate actively in group work and discussions
- Use professional language and conduct themselves appropriately on campus
- Keep program spaces clean and return materials when asked
- Respect Dallas College facilities, equipment, and signage

Not Permitted

- Bullying, harassment, discrimination, or threats of any kind
- Profanity, hate speech, or sexually inappropriate language
- Physical aggression or fighting
- Theft, vandalism, or damage to property
- Possession or use of weapons, drugs, alcohol, tobacco, or vaping products
- Leaving the program space without staff permission
- Recording, photographing, or sharing peers' work or images without their consent

20. BEHAVIORAL EXPECTATIONS & PROGRESSIVE RESPONSE

Blueprint University uses a progressive response framework so students always have the chance to recalibrate and continue in the program. Most issues are addressed through a private conversation. The framework below sets out how the program responds to behavior that requires intervention.

Step	What It Looks Like	Response
Step 1 — Redirect	Minor disruption, low engagement, off-task behavior	Quiet redirect by instructor; no formal record
Step 2 — Coach	Repeated minor issues or first moderate issue	Private 1:1 conversation with student; logged in daily notes
Step 3 — Notify	Persistent behavior or first significant violation	Same-day call/email to parent/guardian; documented in Incident Report (D1)
Step 4 — Meet	Repeated significant behavior	Formal meeting with student, parent/guardian, and Program Director; behavior plan put in place
Step 5 — Remove	Safety violation, repeated misconduct after meeting	Removal from the program; refund per Section 31

Zero-Tolerance Issue

The following behaviors may bypass the steps above and result in immediate removal:

- Physical violence or credible threat of violence
- Bringing a weapon onto campus
- Possession, use, or distribution of drugs, alcohol, tobacco, or vaping products
- Sexual harassment or sexual misconduct
- Targeted discrimination, hate speech, or hate-motivated behavior

Our Goal

Blueprint University's goal is for every enrolled student to finish the program. Parents/guardians will always be involved before any decision to remove a student, except in cases of immediate safety risk.

———— PART VI ————

HEALTH, SAFETY & EMERGENCY RESPONSE

MEDICAL, ILLNESS, LOCKDOWN, WEATHER, AND
CRISIS PROTOCOLS



21. EMERGENCY CONTACT AND MEDICAL INFORMATION

Parents/guardians must complete all required Dallas College youth program forms before the first program day. These forms include emergency contact information, medical treatment consent, allergies, medications, and relevant medical history. Parents/guardians are responsible for making sure all emergency contact and medical information is accurate and updated. Any changes to emergency contacts, allergies, medications, or health concerns must be reported to Blueprint University immediately.

In a Medical Emergency

- Blueprint University staff will assess the situation and provide basic first aid when appropriate.
- Staff will contact 911 if emergency medical attention is needed.
- Staff will notify the parent/guardian or emergency contact listed on the required Dallas College forms.
- Dallas College campus security or appropriate campus personnel may be notified as needed.
- Emergency response will follow Dallas College campus procedures and the information provided by the parent/guardian.

Medication

- Parents/guardians must list any required medications, allergies, or medical concerns on the required Dallas College forms.
- Medication should not be sent with a student unless it has been disclosed in advance.
- Blueprint University staff will not administer medication unless prior written parent/guardian authorization and program approval have been provided.

Minor Injuries

- For minor injuries such as small cuts, scrapes, or minor discomfort, staff may provide basic first aid.
- Parents/guardians may be notified depending on the nature of the situation.
- Incidents may be documented internally when needed.

22. ILLNESS POLICY

To protect every student and family in the program, follows a clear illness policy. When in doubt, please keep your student home and notify the Operations Coordinator.

Do Not Send a Student to the Program If They Have Had

- A fever of 100.4°F (38°C) or higher within the past 24 hours (without fever-reducing medication)
- Vomiting or diarrhea within the past 24 hours
- Active symptoms of a contagious illness (e.g., flu, strep, conjunctivitis, hand-foot-mouth, head lice not yet treated)
- A new, undiagnosed rash
- A persistent, unexplained cough

If a Student Becomes Ill at the Program

- Staff will isolate the student comfortably and supervise them in a quiet area.
- Blueprint University will contact the parent/guardian to arrange same-day pick-up.
- Students will not be released to a peer or unauthorized adult for an illness pick-up.
- An Incident Report will be filed if symptoms warrant.

Return-to-Program

- Students may return after being symptom-free for at least 24 hours without medication.
- For diagnosed contagious illness, a doctor's clearance may be requested.

23. COMMUNICABLE ILLNESS & COVID-19 PROTOCOL

Blueprint University will follow the most current public health guidance from the Texas Department of State Health Services, Dallas County Health and Human Services, and Dallas College. Specific protocols may be adjusted during the program based on current conditions.

Current Operating Posture

- Vaccination is not required for participation.
- Masking is optional unless a public health authority requires otherwise.
- Students who report symptoms consistent with COVID-19, flu, or other communicable illness will be isolated and sent home (see Section 22).
- Hand sanitizer and disinfecting supplies are available in program rooms.

Confirmed Communicable Illness in the Program

- If a student or staff member tests positive for a reportable communicable illness, Blueprint University will follow current public health guidance for notification.
- Affected families will be notified by email within 24 hours, with privacy protected.
- If quarantine or remote operation is recommended by public health authorities, Blueprint University may temporarily move sessions virtually.

If Public Health Conditions Require Program Pause

Blueprint University will move to remote instruction where feasible (curriculum permitting). If remote instruction is not feasible, Blueprint will work with families on rescheduling or refund per Section 31. Parents will be notified by email and text in line with the Parent Emergency Notification Protocol (Section 27).

24. CAMPUS LOCKDOWN & ACTIVE THREAT RESPONSE

Blueprint University trains all program staff on lockdown procedures specific to Dallas College Brookhaven and the program rooms. In the event of a campus-wide lockdown or active threat, the program will follow Dallas College's emergency protocols.

Staff Will

- Move all students into the program rooms or designated safe area
- Lock and secure doors
- Turn off lights and silence devices
- Keep students quiet and out of sight of windows or doors
- Take attendance and maintain visual contact with every student
- Remain in place until campus authorities give the all-clear

Parent Communication During Lockdown

- Staff will not call or text individual parents during an active lockdown — phones must remain silent.
- As soon as it is safe, Blueprint University will send a group notification to all program families via the Parent Emergency Notification Protocol (Section 27).
- Parents should not come to the campus during a lockdown. Doing so can put students and responders at greater risk.
- Parents will receive clear instructions on reunification location and timing once the all-clear is given.

If You See Something

If a parent or family member observes anything suspicious on or near campus during program hours, please contact Dallas College Brookhaven Campus Security and notify the Operations Phone.

25. SEVERE WEATHER PROCEDURES

North Texas summer weather includes the potential for thunderstorms, tornado watches, and tornado warnings. Blueprint University and Dallas College monitor weather conditions continuously during program hours.

Tornado Watch or Severe Storm Warning

- Program continues as normal indoors.
- Staff monitor National Weather Service alerts and Dallas College notifications.
- Outdoor activity (such as dismissal in heavy rain) may be delayed for student safety.

Tornado Warning

- All students and staff move immediately to the designated severe weather shelter location on campus.
- Students remain sheltered until the warning is lifted.
- Attendance is taken and re-confirmed once sheltered.
- Dismissal will be delayed until conditions are safe.

Inclement Weather Cancellation

- If severe weather, flooding, or emergency conditions require cancellation, will notify all families by 7:00 AM via email and text.
- Cancellations will also be posted on the program website.
- Cancelled days due to weather are not automatically refunded; Blueprint University will provide a make-up plan where feasible.

26. BEHAVIORAL CRISIS RESPONSE

Blueprint University staff are trained to respond calmly and respectfully to students experiencing a behavioral or emotional crisis. The objective is always student safety, dignity, and de-escalation.

Definition

A behavioral crisis means a student is in a state where they may be a risk to themselves, to others, or unable to safely continue in the program at that moment. Examples include escalated panic, dissociation, threats of self-harm, or threats toward others.

Staff Response

- Calmly separate the student from the immediate setting (a quieter space within the program area).
- Keep at least two staff members present at all times.
- Use de-escalation language; do not corner, restrain, or use force.
- Contact the Program Director and parent/guardian immediately.
- If there is an immediate risk to the student or others, call 911.
- Document the event using the [Incident Report Form](#).

After a Behavioral Crisis

- Blueprint University will schedule a meeting with the student, parent/guardian, and Program Director before the student returns.
- A short return-to-program plan will be created together, with clear supports in place.
- If a student is in active treatment, Blueprint University may request communication with their provider with parent/guardian permission.

Care First

Blueprint University does not stigmatize mental health challenges. Our goal is to support every student safely and bring them back into the program whenever possible.

27. PARENT EMERGENCY NOTIFICATION PROTOCOL

In any emergency affecting one or more students or the program as a whole, Blueprint University follows a structured notification protocol. The goal is to share accurate, timely information without creating unnecessary alarm.

Notification Tiers

Tier	Trigger	How Parents Are Notified
Tier 1 — Individual	Injury, illness, or behavioral event affecting one student	Direct phone call to primary emergency contact, followed by email recap
Tier 2 — Group	Confirmed communicable illness exposure or non-emergency incident affecting multiple students	Email and text to all program families within 24 hours
Tier 3 — Program-wide	Campus emergency, lockdown, severe weather, or program cancellation	Text alert to all program families ASAP, followed by email with full detail
Tier 4 — Critical	Life-threatening emergency or serious injury	Direct phone call to affected family first; group text to remaining families with verified information only

What Parents Can Expect

- Blueprint University will share what is known and verified — not speculation.
- Updates will be sent as the situation develops.
- Reunification instructions will be clear, specific, and shared as soon as it is safe.
- After any Tier 2 – Tier 4 event, Blueprint University will hold a brief follow-up communication with all affected families.

Two-Way Communication

Parents should keep their emergency contact information current. To update any contact information mid-program, please email the Operations Coordinator at the Program Email.

———— PART VII ————

COMMUNICATION & MEDIA

HOW COMMUNICATES WITH FAMILIES



28. PARENT/GUARDIAN COMMUNICATION POLICY

Operational Communication Channels

Channel	Detail
Program Email	support@blueprintuniversity.com
Operations Phone (text-enabled)	855 812-9926
Website	www.blueprintuniversity.com/youthsummerprogram
Parent Portal	https://www.blueprintuniversity.com/studentandparentforms

Emergency Contact Protocol

- During an emergency in program hours, call the Operations Phone.
- If unreachable in an immediate emergency, call 911 and notify as soon as you are able.
- Blueprint University follows the Parent Emergency Notification Protocol in Section 27 for all multi-family or program-wide emergencies.

Parent Response Time Expectations

Type of Inquiry	Response Target
Emergency during program hours	Immediate – call the Operations
Routine question (Mon–Fri, before 5:00 PM)	Within 1 business day
Routine question (after hours / weekends)	Next business morning
Form, payment, or enrollment	Within 2 business days

Routine Updates

- Weekly Parent Update emails are sent each Wednesday evening during the program.
- Demo Day communication is sent the week before June 24, 2026.
- Program updates and reminders are also posted to the parent portal on the program website.

29. MEDIA/PHOTO RELEASE NOTICE

Blueprint University documents the program through photography and video for use in:

- Marketing materials, social media, and the website
- Partner and sponsor reports
- Press, media, and institutional communications
- Future program promotion and licensing

Parents/guardians must complete the required Dallas College photo/media consent form before the first program day. This form allows parents/guardians to grant or decline permission for student photos, video, or media use.

If permission is declined, Blueprint University will make reasonable efforts to avoid using individual photos or videos of that student. However, group photos, crowd shots, or event coverage may occasionally include students in a general program setting.

Demo Day is a semi-public event. Family members and guests may take photos of their own student, but all attendees are asked to be respectful of other families' privacy preferences.



PART VIII

DEMO DAY

THE FINAL PITCH SHOWCASE



30. DEMO DAY / FINAL PITCH SHOWCASE

Demo Day is the culmination of the four-week program. Each student (solo or as part of a team) presents the business concept they developed across the program in a structured pitch format. Family members and invited guests are welcome.

Date, Time & Location

Detail	Information
Date	Wednesday, June 24, 2026
Student Schedule	9:00 AM–1:00 PM (regular program day with final prep)
Family Showcase	11:30 AM–1:00 PM
Location	Dallas College – Brookhaven Campus, Rooms T301 & T303
Dress Code Family Guests	Business casual or Blueprint University program T-shirt
Family Guest	Up to four (4) guests per student; larger groups by prior arrangement
RSVP	Required, by Wednesday, June 17, 2026

Demo Day Run-of-Show

Time	Activity
9:00 – 10:30 AM	Final rehearsal, slide check, run-throughs
10:30 – 11:30 AM	Student preparation and break; room set-up for
11:30 – 11:40 AM	families Family arrival, sign-in, and welcome
11:40 – 12:30 PM	Student pitch presentations
12:30 – 12:50 PM	Certificate of Completion ceremony
12:50 – 1:00 PM	Light refreshments, photos, and farewell

What Families Will See

- Each student (or team) delivers a 3–5 minute structured pitch
- Concepts include problem, solution, audience, brand, simple budget, and ask
- Instructor remarks recognizing student progress
- A printed Certificate of Completion presented to each graduating student

Photography on Demo Day

Families are welcome to photograph their own student. Please be respectful of peers and their families. Group photography is coordinated by staff and follows the media release preferences of each family.

———— PART IX ————
POLICIES

REFUND, CANCELLATION, AND FREQUENTLY ASKED
QUESTIONS



31. REFUND AND CANCELLATION POLICY

Blueprint University's refund and cancellation policy is designed to be fair to families while protecting the operational commitments Blueprint makes to space, staffing, materials, and instruction. The policy applies to all enrolled students in the 2026 Youth Summer Program.

Tuition & Deposit

- Tuition for the program is set at the time of enrollment.
- A non-refundable deposit of 25% of total tuition is required to hold the student's seat.
- The remaining balance is due no later than Friday, May 22, 2026.
- Students whose balance is not current by May 22, 2026 may forfeit their seat.

Refund Schedule

Withdrawal Date	Refund
On or before May 1, 2026	Full refund of tuition paid, less the 25% non-refundable deposit
May 2 – May 22, 2026	50% refund of tuition paid, less the 25% non-refundable deposit
After May 22, 2026	No refund. Seat is considered confirmed and not transferable.
After the program begins (June 1, 2026)	No refund for voluntary withdrawal. See exceptions below.

Program Cancellation by

- If Blueprint University cancels the program before it begins, families receive a full refund — including the deposit.
- If Blueprint University cancels the program after it begins (due to facility loss, public health closure, etc.), families receive a pro-rated refund based on completed program days.
- Where feasible, Blueprint University will offer a make-up plan or virtual instruction as an alternative to refund.

Medical Withdrawal Exception

- If a student must withdraw from the program due to a medical or mental-health reason supported by a written provider note, a pro-rated refund is available for unattended program days.
- The 25% deposit is not refunded under this exception.
- Medical withdrawal requests must be submitted in writing within 14 days of the qualifying event.

Removal from the Program for Conduct

- Students removed from the program for Code of Conduct violations are not eligible for a refund (see Section 20).
- In extenuating circumstances, Blueprint University may offer credit toward a future program at its sole discretion.

How to Request a Refund or Withdrawal

- Refund and withdrawal requests must be submitted in writing to the Program Email. Include the student's name, date of enrollment, reason for withdrawal, and supporting documentation if applicable.
- Blueprint University responds within 5 business days with a determination and timeline for any refund issued.
- Approved refunds are processed within 14 business days via the original payment method.

Questions

Refund and tuition questions should be directed to the Operations Coordinator at the program email. Blueprint University will work with families in good faith and apply this policy consistently and transparently.

32. FREQUENTLY ASKED QUESTIONS

Q. Is this a three-week program?

A. No. The program is a four-week immersive program running June 1 through June 24, 2026, Mondays through Wednesdays. There are twelve program days in total.

Q. Does my student need any prior business experience?

A. No. The program is designed for ages 14 to 18 and starts from foundations. Curious, motivated students of all backgrounds are welcome.

Q. Is the program every day of the week?

A. No. It runs Monday, Tuesday, and Wednesday only.

Q. What if my student misses a day?

A. Notify the Operations Coordinator by 8:30 AM that day. Make-up resources will be shared. More than two unexcused absences may affect a student's ability to complete the final pitch.

Q. Do you provide lunch?

A. Blueprint University provides a daily snack. Students bring their own lunch. There is no refrigeration or microwave on site.

Q. Can my student bring a phone?

A. Yes—phones must be silenced and put away during instruction. They can be used at snack break and lunch.

Q. Do I need to send school supplies?

A. Dallas College does not provide camp materials. Blueprint University provides workbooks and instructional supplies. Students should bring a notebook, pens, and a refillable water bottle.

Q. What happens on Demo Day?

A. Students present their final pitch to family and invited guests, then receive a Certificate of Completion. The family show case begins at 11:30AM on Wednesday, June 24, 2026.

Q. Can my student be picked up early or dropped off late?

A. Yes, with advance notice. Coordinate with the Operations Coordinator so staff can sign your student in or out properly.

Q. What if my student has a food allergy?

A. Please list all food allergies, medications, and relevant medical concerns on the required Dallas College youth program forms before the first program day. Blueprint University will review the information provided and make reasonable efforts to support student safety during snacks, meals, and program activities. Parents/guardians should also notify Blueprint University directly of any serious or life-threatening allergies.

Q. Who supervises the students?

A. Blueprint University staff supervise, instruct, and manage all program participants. Dallas College staff are on campus during program hours to assist with facility access only.

Q. Will my student receive a certificate?

A. Students who complete the program and attend Demo Day receive a Certificate of Completion.

Q. Is Parent Orientation required?

A. Yes. At least one parent or legal guardian must attend on Tuesday, May 26, 2026. A recorded option and brief make-up call are available for families who cannot attend live.

Q. What is your refund policy?

A. See Section 31. The structure includes a non-refundable deposit, a tiered refund schedule based on withdrawal date, and exceptions for program cancellation by Blueprint and medical withdrawal.

Q. Where can I find updates?

A. Updates are emailed weekly and posted at <https://blueprintbuilders.blueprintuniversity.com/communities>.

PART X

ACKNOWLEDGMENTS

PARENT AND STUDENT HANDBOOK
ACKNOWLEDGMENTS



33. PARENT/GUARDIAN ACKNOWLEDGMENT

Please review the statements below, then sign and date this page. By signing, you confirm that you have read and understood the Youth Summer Program Parent & Student Handbook (Institutional Edition).

- I have read the Parent & Student Handbook in full.
- I understand the program is a four-week immersive program running June 1 – June 24, 2026, Mondays through Wednesdays.
- I understand the daily schedule, drop-off and pick-up procedures, and authorized pick-up requirements.
- I have provided accurate emergency contact and medical information for my student.
- I understand that — not Dallas College — is responsible for supervision and instruction.
- I understand the Student Code of Conduct, the progressive response framework, and the consequences of violations.
- I understand the Health, Safety & Emergency Response procedures, including illness, lockdown, severe weather, and behavioral crisis protocols.
- I understand the Refund and Cancellation Policy in Section 31.
- I understand the Media/Photo Release Notice and have indicated my Media Release Form.
- I will attend (or send a representative to) Parent Orientation on May 26, 2026.
- I will support my student in attending consistently and completing the program.

Student Name

Parent / GuardianName

Parent / GuardianSignature

Date

34. STUDENT ACKNOWLEDGMENT

Please read the statements below, then sign and date this page. By signing, you are saying that you understand what is expected of you in the Youth Summer Program.

- I have read the Parent & Student Handbook with my parent or guardian.
- I understand the program schedule and that I am expected to attend every program day.
- I understand the Student Code of Conduct, and I will treat staff, peers, and the campus with respect.
- I will follow the technology and device policy during instruction.
- I will give my best effort to the program, my team, and my final pitch.
- I understand that Demo Day on June 24, 2026 is part of completing the program.

Student Name

Student Signature

Date

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