

# FAQ

## Registration

### 1. Create a new account

Click the login button in the upper right corner of the Registration Home page. Click “Create New Account”. Enter email and password plus the name of the first or only student registering. Read the description of user types at the top of the page and choose a user type from the drop-down menu. Once you have created your account register by clicking workshop categories in the column on the left side of the desktop page (or at the top on a mobile device).

### 2. Log in or update an existing account

Click the login button in the upper right corner of the Registration Home page. Enter your email address and password. Please edit any information that has changed since your last registration (e.g., user type, additional students, authorized for pick-up, grade level, learning needs and cell phone numbers).

### 3. User types

There are four different user types that are based upon the student’s family’s annual household adjusted gross income (Line 11a IRS Form 1040). They are used to determine the cost of workshops based upon scholarship eligibility. **Choose user type (A.) if you DO NOT want to apply for scholarship funds.** Families applying for a scholarship must provide income verification by April 15 or within one week of registration.

(A.) 2025 Annual Household Income over \$65,000:

Summer workshops full fee is \$240 per ½ day workshop.

(B.) 2025 Annual Household Income \$45,000-\$65,000:

Summer workshops scholarship rate is \$125 per workshop.

(C.) 2025 Annual Household Income Less than \$45,000:

Summer workshops scholarship rate is \$50 per workshop.

Adult Workshop Registrants Only: Registrants for Adult Workshops.

## Scholarships

About one-quarter of all children participating in programs at Leonardo’s Basement receive financial support. Scholarship funds are provided by generous individuals, corporations, and foundations. Scholarships for summer workshops at the levels shown above under “User Type” as funds are available. **Each student may take up to four summer workshops at the scholarship rate and an unlimited number of additional workshops at the full rate.**

Scholarships are also available during the school year for families with an annual household income of less than \$45,000.

All families requesting scholarship funds must provide a copy of page one of the 2025 IRS Form 1040. The students’ name must appear on the Form as a dependent. If we do not receive this information the student will be dropped from the workshop.

## **Cancellation Policy**

**NOTE: All cancellation requests must be via email to:  
[info@leonardosbasement.org](mailto:info@leonardosbasement.org)**

### **SUMMER WORKSHOPS**

If you cancel:

- At least three weeks before the workshop or workshop begins, we will refund the entire fee paid, less a \$50 processing fee.
- At least two weeks before the workshop begins, we will issue a credit for the entire workshop fee paid, less a \$50 processing fee, to your Leonardo's Basement account for a future workshop.
- Less than two weeks before the first day of workshop you will not receive a refund or credit.

### **SCHOOL YEAR WORKSHOPS**

If you cancel:

- At least three weeks before the workshop or workshop begins, we will refund the entire fee paid, less a \$10 processing fee.
- At least two weeks before the workshop begins, we will issue credit for the entire workshop fee paid, less a \$10 processing fee, to your Leonardo's Basement account for a future workshop.
- Less than two weeks before the first day of workshop you will not receive a refund or credit.

**NOTE: Registrations cannot be transferred.**

## **Drop-off & Pick-up**

We check students in and out of programs outside, in front of the building, on the driveway apron. You must notify us in advance if someone other than a parent or guardian will pick up your child.

## **Lunch**

Students registered for both a morning and afternoon summer workshop, or an all-day school year workshop, should bring a lunch for a supervised lunch period from 12:00-12:30 pm. Food is not available for purchase. We do not have a snack time. Water is always available.

## **Safety Policy**

The goal of Leonardo's Basement is to create a fun, engaging and safe learning environment. However, the potential for accidents remains. It is the responsibility of the student and guardian to read the [student safety guidelines](#) prior to attending a workshop or workshop. Completing the registration is an acknowledgement that you have read the Student Safety Guidelines.

## **Dependent Care Credits and Reimbursement**

Workshops might qualify for the Minnesota Dependent Care programs or employer Dependent Care Flexible Spending Accounts (DCFSA). Our Federal Tax ID is 41-1911604.

## **Photographs and Videos**

Registration implies permission to use photos and/or video clips of students for promotional purposes. Please notify us if you do not want your child in photos or videos.

## **Contact Information**

Please contact us if you have additional questions at:

Phone: 612-824-4394

Email: [info@leonardosbasement.org](mailto:info@leonardosbasement.org)

Leonardo's Basement, 2 Malcolm Ave SE, Minneapolis, MN 55414