



Come Read with Me
...and so much more!

New Student Registration Packet

Student Service Agreement

***** Please complete all pages *****

Thank you for choosing to participate in the Come Read with Me program. We are passionate about life-long learning and strive to provide classes and activities that promote continued cognitive function, real life application and appropriate social interaction. Our students and their families are truly valued. In order to provide each student with opportunities to work on specific skills, develop certain talents or explore new interests, an open dialogue with both the student and caregivers is greatly encouraged. Please let us know how we can best serve you and/or your family member(s).

CLASSES

Come Read with Me offers a variety of classes throughout the year. A semester class schedule is available to pick up at the school or may be found online at www.crwmtx.org. Students may enroll in classes of their choosing based on his or her interest, need and availability of class openings.

ENROLLMENT

New students may have a probationary period of two classes before they are added permanently to the class roster. Students must enroll for a minimum of two classes (2-hours morning or afternoon) up to a full day of classes (5 hours). Once a student has been enrolled at Come Read with Me, subsequent semester enrollments will happen automatically unless a written cancellation is received prior to the beginning of the next semester. Semester fees will be collected prior to the first day of each the new semester.

ATTENDANCE

When registering for a class, each student/family assumes responsibility for payment of each class whether they attend or not, throughout the entire semester.

Approvals to drop a class during a semester and be released from the agreement to pay for full semester cost will be considered only when individual circumstances occur beyond the student's control:

- Moving from the area
- Permanent student job changes, however, Come Read with Me staff will explore other openings in classes that might better fit the student's new work schedule
- Long-term health issue

Individuals who would like to begin classes after the start of a semester are welcomed. New students may access classes which have openings. If there are several students waiting for classes, additional classes may be added, provided there is an instructor for the new class and the number of other students which would also attend. Class size must be large enough to support the staffing cost. Current students may add classes during the semester if there are available openings.

ABSENCES / MAKE-UP DAYS

In order that students have the opportunity to receive as much instruction as their tuition allows, students may makeup days missed at another time or date during the same month. If a student chooses to ALSO come to a special event that occurs on a day for which they did not register, that extra day will be billed within that calendar month.



COMMUNICATION / CORRESPONDENCE

It is the intention of Come Read with Me to keep in close contact with parents/guardians and students alike. Come Read with Me uses email as its preferred method of correspondence. Check your email for important information as well as Monthly Invoices. Please keep Come Read with Me up to date with your current email address. We also appreciate receiving your correspondence through email (especially informing us of absences). If you are unsure of the person to contact, please direct your emails to office@crwmtx.org.

WELLNESS / POLICY / COVID-19 SAFETY PRACTICES

Because many of our students have compromised immune systems, Come Read with Me has a strict wellness policy. If a student comes to school sick or begins to feel ill while in class, we will call the student's family or caregiver to pick up student so that everyone receives the best care.

The health and safety of our students and staff are of paramount importance. With that in mind, we want to make sure that we have policies and procedures in place to ensure the health and safety of all who are involved with Come Read with Me. The CDC (Centers for Disease Control and Prevention) and DSHS (Department of State Health Services) have recommended precautionary measures to fight against the spread of the Coronavirus (COVID-19). Please see pages 9-10 of this packet for Come Read with Me COVID-19 Health and Safety Guidelines.

PAYMENT POLICY

Tuition payments are accepted daily, or monthly. Payment is due upon receipt of a monthly statement. Come Read with Me works with many area providers and funding sources (such as DSSW, HCS, Respite, Supportive Home Living, etc.) and applies those payments to the student's tuition cost. Student Attendance Records are available after the 1st of each month and provide the necessary detail for providers regarding all classes attended for the previous month and the amount due. If you are interested in learning how to obtain public funds, please contact a Come Read with Me office staff member.

ADDITIONAL FEES

Fee Schedule to be paid at the time of registration:

- **Technology Fee:** \$47.00
- **Student Usage Fees:** \$20.00 times the number of months in the semester (i.e. if a semester has 4 months the cost would be $4 \times \$20.00 = \80.00). It will cover such items as books, computers, computer programs, bathroom supplies, kitchen supplies, insurance coverage, rent, classroom/art supplies, office supplies, etc.

Fees to be paid monthly:

- **Tuition:** \$12.00 per hour with a minimum of \$24.00 per day. Please remember that the tuition we must charge is based on the student's ability to function independently. Those students who require an individual aide or assistant are welcomed as is the aide who attends with them. If we need to have an extra assistant for students who do not have an attendant with them, we must charge an additional amount which will pay for the extra helper/teacher, etc.

Periodic Fees:

- Individual reading, math and visual perception assessments will be conducted for new students at a cost of \$55.00. Subsequent tests may be conducted periodically to help track cognitive skill gains or losses. We are working toward understanding the long-term function of adults with intellectual and developmental disabilities. Students assessed over a significant period of time, helps us and those doing research to better plan and care for those we serve now and in their futures. You may request additional assessments at a cost of \$55.00 per assessment - not to exceed two (2) assessments per calendar year and the cost will be included in the monthly statement in which the assessment is conducted.

ADDITIONAL SERVICES

Arrangements for scheduling and payment for private therapy or individual tutoring are made between the tutor/ therapist and the student/family. Come Read with Me is pleased to make these services as available to the students as possible but is in no way responsible for the content nor the financial arrangement for the sessions.

If you wish to become part of a program which will conduct regular testing and documentation over a lengthy period of time, please contact our Executive Director, Julia McCullough at director@crwmtx.org. We are working with area universities to gather data helpful for planning the futures for our students as well as for the next generation of students with exceptional needs.

SCHOLARSHIP

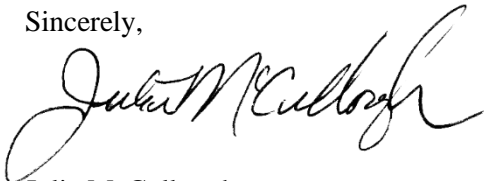
Our passion for life-long learning extends to all students.

Come Read with Me is a 501(c)(3) nonprofit organization so your gifts are tax exempt and making a big difference in someone's life.

Please consider making contributions to our scholarship fund when making memorials, special tributes, etc. All contributions are tax deductible.

The Come Read with Me staff and board of directors are all excited to be given the opportunity to Read with You...and so much more!

Sincerely,



Julia McCullough
Executive Director

***Come Read with Me
...and so much more!***



director@crwmtx.org

901 Clinic Drive, Suite D-109
Eules, Texas 76039
817.553.7323



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...and so much more!

Acceptance of Terms of the Student Service Agreement

I have read and understand the information contained in the Student Service Agreement.

Student Name (Printed)	Date
Student Signature	
Parent/Guardian Name (Printed)	Date
Parent/Guardian Signature	
CRWM Staffer Name (Printed)	Date
CRWM Staffer Signature	

Enrollment Contract

Come Read with Me has accepted _____ (*student's name*) for enrollment starting _____ (*date*). I understand this is an automatic renewal for subsequent semesters and I must submit written notice of cancelation prior to the first day of a new semester. I also understand I will be responsible for all semester fees with each new semester, prior to the first day of each following semester.

Come Read with Me agrees to provide educational services in accordance with the organization's current programs, rules and procedures.

By signing below, the undersigned (hereafter referred to "Parent/Guardian") agrees to pay the tuition as follows:

- Parent/Guardian acknowledges that timely payment of tuition and other billable fees are essential elements which will allow Come Read with Me to operate consistently over the long term.
- Parent/Guardian therefore acknowledges, agrees and consents to the following:
- Parent/Guardian will be responsible for all subsequent semester registration fees prior to the first day of the new semester unless a written cancelation notice has been received in the office of Come Read with Me.
- No refund or reduction of tuition or fees will be made for withdrawal, absence or dismissal of the student, with the exceptions noted in the Student Service Agreement. Family/guardian/student will be responsible for fees not paid within 45 days by their private provider.
- No payment of tuition, fees or other charges becoming 60 days in arrears will result in the student's dismissal from the agency. There will be a \$25.00 charge for all returned checks.

ACKNOWLEDGMENT: Parent/Guardian responsible for account has read and agreed to the terms and conditions set forth herein.

Signature(s) of Parent(s) or Guardian(s) financially responsible for the student:

Parent/Guardian Name (Printed)	Date
Parent/Guardian Signature	



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Student/Guardian Consent & Student Services

Field Trip Policy Statement

Come Read with Me may occasionally take the students on field trips. A student will not be allowed to participate in a field trip unless the parent/guardian has signed this permission form. Parents/Guardians will be given advance notice of the dates and locations of all field trips. Additional fees may be required for admission prices, transportation costs, etc.

I give my permission for _____ (*student's name*) to go on field trips. I release Come Read with Me and individuals from liability in case of accident during activities related to Come Read with Me, as long as normal safety procedures have been taken.

Parent/Guardian Signature	Date
Witness Signature	Date

I **give** **do not** give my permission to share contact information with other students or their family members for the purpose of sharing rides or attaining transportation services from other agencies.

Student Signature	Date
Parent/Guardian Signature	Date

Student Services

I am currently receiving these services through MHMR or one of the Waiver Programs:

Service Coordination	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> have applied
Texas Home Living (TXHL)	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> have applied
CLASS	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> have applied
HCS	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> have applied

Name of MHMR Service Coordinator	Contact information:
Name of Private Provider you have chosen	Contact Name and Contact information



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Release and Hold Harmless Agreement

I hereby acknowledge that I have voluntarily chosen to participate in, take direction from, and/or be a part of activities and nutritional direction offered by the Come Read with Me Program. Including, but not limited to, exercise using boxing equipment, Wii fitness and sports programming, and listening programming.

I understand the risks involved in the Program. I recognize that the Program and its activities involve risk of injury and I agree to accept any and all risks associate with such programs, including, but not limited to property damage or loss, minor bodily injury, severe bodily injury (whether long term or short term). Furthermore, I recognize that participation in the Program involves activities and risk incidental thereto, including but not limited to limited availability of medical assistance and the possible reckless conduct of other participants. I am voluntarily participating in the Program with the knowledge of the risks involved and hereby agree to accept any and all inherent risks of property damage, or bodily injury.

In consideration of my participation in the Program and to the fullest extent permitted by law, I agree to indemnify, defend and hold harmless Come Read with Me and its officers from and against all claims arising out of or resulting from my participation in the Program. I addition, I voluntarily hold harmless Come Read with Me, its officers from any and all claims, both present and future, that may be made by me, my family, estate, heirs or assigns.

I hereby expressly agree to indemnify, defend and hold harmless Come read with Me and its officers, for any claim rising out of or incident to my participation in the Program, unless claim is cause by the sole negligence or willful misconduct of Come Read with Me.

I understand that Come Read with Me does not provide any medical or dental insurance or life insurance of any kind to cover these expenses, if any.

I further understand that this acknowledgement of risk and hold harmless is intended to be as broad and inclusive as permitted by the laws of the State of Texas and that if any portion hereof is held invalid, I agree that the balance shall, notwithstanding, continue in full legal force and effect.

I agree that his acknowledgement of risk and hold harmless is effective for as long as I participate in the program.

Student Name (Printed)	Date
Student Signature	

Parent/Guardian Name (Printed)	Date
Parent/Guardian Signature	



Wii Usage Release

PLEASE CAREFULLY READ THE OPERATIONS MANUAL COMPLETELY BEFORE USING YOUR Wii HARDWARE SYSTEM, GAME DISC OR ACCESSORY. THIS MANUAL CONTAINS IMPORTANT HEALTH AND SAFETY INFORMATION.

IMPORTANT SAFETY INFORMATION: READ THE FOLLOWING WARNINGS BEFORE YOU OR YOUR CHILD PLAY VIDEO GAMES.

◆ **WARNING - Seizures**

- Some people (about 1 in 4000) may have seizures or blackouts triggered by light flashes or patterns, and this may occur while they are watching TV or playing video games, even if they have never had a seizure before.
- Anyone who has had a seizure, loss of awareness, or other symptom linked to an epileptic condition should consult a doctor before playing a video game.
- Parents should watch their children play video games. Stop playing and consult a doctor if you or your child has any of the following symptoms:
 - Convulsions
 - Eye or Muscle Twitching
 - Altered Vision
 - Loss of Awareness
 - Involuntary Movements
 - Disorientation
- To reduce the likelihood of a seizure when playing video games:
 - Sit or stand as far from the screen as possible.
 - Play video games on the smallest available television screen.
 - Do not play if you are tired or need sleep.
 - Play in a well-lit room.
 - Take a 10 to 15-minute break every hour.

◆ **WARNING - Repetitive Motion injuries and Eyestrain**

Playing video games can make your muscles, joints, skin or eyes hurt. Follow these instructions to avoid problems such as tendonitis, carpal tunnel syndrome, skin irritation or eyestrain:

- Avoid excessive play. Parents should monitor their children for appropriate play.
- Take a 10 to 15-minute break every hour, even if you don't think you need it.
- If your hands, wrists, arms or eyes become tired or sore while playing, or if you feel symptoms such as tingling, numbness, burning or stiffness, stop and rest for several hours before playing again. If you continue to have any of the above symptoms or other discomfort during or after play, stop playing and see a doctor.

◆ **CAUTION - Motion Sickness**

Playing video games can cause motion sickness in some players. If you or your child feels dizzy or nauseous when playing video games, stop playing and rest. Do not drive or engage in other demanding activity until you feel better.

I have read the Safety Information and Warnings included in the Wii Manual and give permission for the following student to use the program while attending Come Read with Me classes.

Student Signature	Date
Parent/Guardian Signature	Date



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Release Form

By signing this release form, I authorize Come Read with Me, to use the following personal information:

1. My picture - including photographic, motion picture, and electronic (video) images.
2. My voice - including sound and video recordings.

I hereby grant to Come Read with Me, its subsidiaries, licensees, successors and assigns, the right to use, publish, and reproduce, for all purposes, my name, pictures of me in film or electronic (video) form, sound and video recordings of my voice, as well as printed and electronic copy of the information described in sections (1) and (2) above in any and all media including, without limitation to, cable and broadcast television and the Internet, and for exhibition, distribution, promotion, advertising, sale, press conferences, meetings, hearings, educational conferences as well as in brochures and other print media. This permission extends to all languages, media, formats and markets now known or hereafter devised. This permission shall continue forever unless I revoke the permission in writing.

I further grant Come Read with Me all right, title, and interest that I may have in all finished pictures, negatives, reproductions, and copies of the original print, and further grant Come Read with Me the right to give, sell, transfer, and exhibit the print in copies or facsimiles thereof, for marketing, communications, or advertising purposes, as it deems fit.

I hereby waive the right to receive any payment for signing this release and waive the right to receive any payment for Come Read with Me's use of any of the material described above for any of the purposes authorized by this release. I also waive any right to inspect or approve finished photographs, audio, video, multimedia, or advertising recordings and copy or printed matter or computer-generated scanned image and other electronic media that may be used in conjunction therewith or to approve the eventual use that it might be applied.

I acknowledge that I have read the foregoing and I fully understand the contents.

IN WITNESS WHEREOF, I have executed this release on this the _____ (date) day of _____ (month), _____ (year).

Print Name	Date
Signature	Date

If release is provided on behalf of a minor (or students who have a legal guardian):

I hereby certify that I, _____ (parent/guardian), am the parent of the student under eighteen years, or legal guardian of _____ (student's name), to whom this release applies and that I have the legal authority to execute this release. I approve the foregoing and agree that we both shall be bound thereby.

Parent/Guardian (Print)	Date
Parent/Guardian Signature	
Witness (Print)	Date
Witness Signature	



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Come Read with Me COVID-19 Health and Safety Guidelines

The health and safety of our students and staff are of paramount importance. With that in mind, we want to make sure that we have policies and procedures in place to ensure the health and safety of all who are involved with Come Read with Me. The CDC (Centers for Disease Control and Prevention) and DSHS (Department of State Health Services) have recommended the following precautionary measures:

- Implement social distancing strategies
- Intensify cleaning and disinfection efforts
- Modify drop-off and pick-up procedures
- Implement screening procedures upon arrival

Drop off and Pick-Up

- Please ONLY use CRWM's entrance for drop off and pick up. Please DO NOT use other entrances to access CRWM.
- Only essential visitors, volunteers, staff, and students are permitted into the building.
- At drop off and pick up times please phone CRWM office to notify them that you have arrived. Staff will then ask you to come to the main entrance.
- At the time of drop off, hand sanitizers will be distributed. Visitors, volunteers, and students will be screened for signs and symptoms of COVID-19.

Screening for Signs and Symptoms of COVID-19

Teachers and office staff are encouraged to self-monitor for signs and symptoms of COVID-19.

- Prior to individuals entering the facility, screening will occur. Parents, guardians, or students MUST fill out the screening questionnaire BEFORE they arrive at CRWM. Questionnaire can be brought on arrival for classes or emailed to the office (office@crwmtx.org). A copy of the questionnaire can be found on our website and is included in this registration packet. If additional copies are needed, they can be requested from the main office.
- All visitors, staff, teachers, volunteers, and students will have their temperatures taken before entering CRWM.
- No visitor, volunteer, or student will be allowed to enter CRWM without filling in questionnaire and be free from all symptoms listed below:
 1. Temperature MUST be below 100.0° F
 2. Cough
 3. Shortness of breath/difficulty breathing
 4. Chills/Repeated shaking with chills
 5. Muscle pain
 6. Headache
 7. Sore throat
 8. Loss of taste or smell
 9. Diarrhea
- Any individual exhibiting any of the above symptoms will be sent home immediately.

Social Distancing and Protection

- Six (6) feet of distancing will be maintained between individuals and workstations.
- Classes will include the same group each day and the same group of teachers/staff will remain with the same group each day.
- Each group will be kept in a separate classroom.
- They will be no more than nine (9) individuals + staff/teacher in each group.
- All staff/teachers will be required to wear masks.
- Students will be encouraged to bring their own masks and wear them at all times.
- Disposable masks will be made available if student forgets to bring their mask.
- If a student CANNOT wear a mask, please notify the office at time of registration, and bring a note from medical practitioner stating this is the case. This will enable staff/teachers to arrange seating to keep everyone safe.
- Frequent hand washing and hand sanitizer stations will be made available.

Cleaning and Disinfecting

- All surfaces, handles, doorknobs, and other high-touch areas will be disinfected frequently.
- Thorough regular housekeeping, including routine cleaning and disinfecting of surfaces and equipment will be maintained.
- Deep cleaning and sanitizing of CRWM will be done weekly.
- Disinfectants and hand sanitizers will be located throughout the building.

Parent/Guardian Signature

Date

Student Signature

Date