



**THE RICE SCHOOL'S
EARLY RISERS/ AFTER SCHOOL PROGRAM
REGISTRATION PACKET
FALL 2023**

**PACKETS ARE AVAILABLE ON OUR WEBSITE
<http://thericeschool.org/>**

**Coordinador: Elexis Ortuño
Email: ELEXIS.ORTUNO@HOUSTONISD.ORG
Phone: 713-556-3776**

Registrations and payments are processed in 24 hours as they are received. Applications that are submitted without a payment will not be processed. All payments must be submitted in the form of a MONEY ORDER, CASHIERS CHECK or through SCHOOLPAY. **WE DO NOT accept cash or personal checks**. We serve our customers on a first come, first served basis. Once maximum capacity is reached for each grade level, no more applications will be accepted.

REGISTRATION INFO

**Registration Dates
(June 1st – June 22nd)**

Schedule Booking Online

<https://www.houstonisd.org/RiceASP>

Registration Deadline

*All applications received after the following date will be considered late, and **a late application fee of \$25 will be added to your child's tuition at the time of registration.***

SCHOOLPAY INFO

Parents,

We are accepting credit card payments through School Pay. A fee will be applied for each transaction. Please note that the 1st payment must be done in person.

Thank you

PROGRAM

START DATES

Fall Semester Begins

August 28, 2023

Early Risers & After School Program Begins

August 28, 2023

ASP Homework Help

September 4, 2023

Payment Due Dates

MONEY ORDERS, CASHIER'S CHECKS, SCHOOLPAY

All applications received after June 22, 2023, will be considered late, and a late application fee of \$25 will be required as part of your child's tuition at the time of registration. Once maximum capacity is reached for each grade level, no more applications will be accepted.

❖ 1st Payment: ¼ due at Registration
(See registration dates)

❖ 2nd Payment September 22, 2023

❖ 3rd Payment October 20, 2023

❖ 4th Payment November 30, 2023

DISCOUNT: If total semester tuition is paid in full, a 10% discount will be deducted.

Service Suspension:

We have the right to suspend services to any parent or legal guardian not compliant or satisfied with the Early Risers and After-School Program. If your child is suspended from the program due to incident reports, a refund will be reevaluated.

Parents,

Keep in mind that the total tuition cost varies due to the number of HISD school days for each semester; however, rates remain the same.

**The Rice School's After School
Program Fall 2023
Welcome Letter**

Dear Rice Parents,

The Rice School's Early Risers & After School Program (ASP) welcomes you back for the Fall 2023 semester. Thank you for choosing our program to provide enriching, educational, and fun experiences to your child/children during the before and after school hours. Our programs provide genuine care, respect and courtesy for children, parents, and each other. We are very excited about this year. Thank you for your continued support.

Parents keep in mind that the total tuition cost varies upon the number of HISD school days for each semester; however, rates remain the same.

Initials: _____

The following are a list of pages you will find in our packet:

- Registration Info/Payment Options/Special dates
- Welcome Letter
- Personal Student Information
- Emergency Contact & Permission to pick up
- Program Options
- Enrollment Regulations

Please make note of the information listed below:

- **Outstanding balances:** Registrations will not be accepted from anyone who has an outstanding balance from any previous semester or school year. Any outstanding balances will result in **retaining the student's report card or records. Failure to meet your financial obligations on time will result in suspensions of our services to your child immediately.**
- **Remember, registrations, payments, and/ or late payments need to be submitted in the form of MONEY ORDER and CASHIER'S CHECK payable to **The Rice School or through SCHOOLPAY.****

Registrations and payments are processed in 24 hours as they are received. Please be aware that since our applications take 24 hours to process, any registrations and payments received the same day will not allow your child to participate in the Rice School Early Risers or Afterschool Program that same day. **Therefore, your child will be able to participate in the Early Risers or ASP program the following day after your application has been processed.** You will be responsible for making transportation arrangements with your child's teacher. If no alternate form of transportation is determined, your child will be sent to late carpool, where a late pick-up fee will be assessed. **Applications that are submitted without payment will not be processed. We serve our customers on a first come, first served basis. Once maximum capacity is reached for each grade level, no more applications will be accepted.**

Initials: _____

Payment Options:

1. You may either pay the full amount of your tuition at the time of registration.
2. You may pay in 4 installment payments (see front page). **SCHOOLPAY, MONEY ORDERS and CASHIER'S CHECKS** are accepted and must be made payable to **The Rice School**.

Service Suspension:

We have the right to suspend services to any parent or legal guardian not compliant or satisfied with the Early Risers and After-School Program. If your child is suspended from the program due to incident reports, a refund will be reevaluated.

Initials: _____



Homeroom Teacher _____

**The Rice School's Early Risers & After School Program
Fall 2023
Personal Student Information**

| | | | |
|---|------------|----------------------------|-------------|
| Student's First/Last Name | Grade | Date of Birth (mm/dd/yyyy) | Gender |
| Parent /Guardian's Name (Account Holder) | Cell Phone | Home Number | Work Number |
| Parent /Guardian's Name | Cell Phone | Home Number | Work Number |
| Street Address (No P.O. Box) Billing Address | City | | Zip Code |
| Email Address (required) | | Alternate Email Address | |
| List any existing medical conditions, medication and/ or special attention your child requires: | | | |
| | | | |
| | | | |
| | | | |
| Allergies | | | |
| Pediatrician's Name | | Phone Number | |
| Street Address (No P.O. Box) | | City | Zip Code |

With relation to participating in The Rice School's Early Risers & After School Program. (Hereinafter referred to as "The Rice School's Early Risers & ASP") activities and specialty classes, I shall cooperate in every way with requirements of the staff of the program and shall inform my child, _____ (Child's Name), that I expect him/her to cooperate as well. I, _____ (Parent/Guardian's Name), the undersigned parent or guardian does hereby release The Rice School's Early Risers & ASP Program, from any and all liabilities and such personal injuries as may result directly or indirectly from any activities conducted under the supervision and direction of the program. I give my permission for my child to receive emergency medical treatment in case of any injury. The program will not be held financially responsible for transportation or medical services.

Signature(s) of Parent/Guardian _____

Printed Name of Parent/Guardian _____

Date _____

EMERGENCY CONTACTS AND PERMISSION TO PICK UP

PLEASE NOTE: THIS CONTACT LIST APPLIES ONLY TO THE RICE SCHOOL EARLY RISERS & AFTER SCHOOL PROGRAM. EMERGENCY AND PICK UP CONTACTS DURING REGULAR SCHOOL HOURS MUST BE UPDATED AT THE RICE SCHOOL/LA ESCUELA RICE MAIN OFFICE.

Student Name

| | | | |
|--|------------|--------------|------------|
| Contact Name | | Relationship | |
| Address | | City | Zip Code |
| Home Phone | Work Phone | | Cell Phone |
| Email Address | | | |
| <p>Please check box(es) applicable to this contact person</p> <p><input type="checkbox"/> Lives with student</p> <p><input type="checkbox"/> Emergency</p> <p><input type="checkbox"/> Has permission to pick up student</p> | | | |

| | | | |
|--|------------|--------------|------------|
| Contact Name | | Relationship | |
| Address | | City | Zip Code |
| Home Phone | Work Phone | | Cell Phone |
| Email Address | | | |
| <p>Please check box(es) applicable to this contact person</p> <p><input type="checkbox"/> Lives with student</p> <p><input type="checkbox"/> Emergency</p> <p><input type="checkbox"/> Has permission to pick up student</p> | | | |

| | | | |
|--|------------|--------------|------------|
| Contact Name | | Relationship | |
| Address | | City | Zip Code |
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| Email Address | | | |
| <p>Please check box(es) applicable to this contact person</p> <p><input type="checkbox"/> Lives with student</p> <p><input type="checkbox"/> Emergency</p> <p><input type="checkbox"/> Has permission to pick up student</p> | | | |

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| |
|--------------|
| Student Name |
|--------------|

| | | | |
|--|--|--------------|--|
| Contact Name | | Relationship | |
| Address | | City | |
| Home Phone | | Zip Code | |
| Work Phone | | Cell Phone | |
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| Contact Name | | Relationship | |
| Address | | City | |
| Home Phone | | Zip Code | |
| Work Phone | | Cell Phone | |
| Email Address | | | |
| <p>Please check box(es) applicable to this contact person</p> <p><input type="checkbox"/> Lives with student</p> <p><input type="checkbox"/> Emergency</p> <p><input type="checkbox"/> Has permission to pick up student</p> | | | |



**The Rice School's
Early Risers Child Care/ After School Program
Enrollment Options
FALL 2023**

| | |
|----------------------------|-------|
| Student's First/ Last Name | Grade |
|----------------------------|-------|

Early Risers & After School Program Options

77 HISD Face-to-Face Instructional Days for Fall 2023

Parents keep in mind that the total tuition cost varies due to the number of HISD school days each Semester; however, rates remain the same.

❖ **Full- Time** **Cost: \$770 per semester (\$10 per day)**
Hours: 4:00pm- 6:00pm **4 Installments of (\$192.50)**
 If paid in full, 10% discount will be deducted: **Cost- \$693**

❖ **Part- Time** **Cost: \$462 per semester (\$6 per day)**
Hours: 4:00pm- 5:00pm **4 Installments of (\$115.50)**
 If paid in full, 10% discount will be deducted: **Cost- \$415.80**

❖ **Early Risers** **Cost: \$539 (\$7 per day)**
Hours: 6:45am- 8:10am **4 Installment of (\$134.75)**
 If paid in full, 10% discount will be deducted: **Cost- \$485.10**

Early Risers- ASP Bundle Program Options

| | | | | |
|--|---------------------------|------------------------------|---------------------------|--|
| Full- Time (\$16 per day) 4 installments of (\$308) | Morning 6:45am- 8:10am | Afternoon 4:00pm- 6:00 pm | Tuition Total: \$1,232 | <u>10% discount if paid in full.</u> Tuition Total: \$1,108.80 |
| Part- Time (\$13 per day) 4 installments of (\$250.25) | Morning 6:45am- 8:10am | Afternoon 4:00pm- 5:00 pm | Tuition Total: \$1,001 | <u>10% discount if paid in full.</u> Tuition Total: \$900.90 |

**** WE DO NOT OFFER OCCASIONAL (OCC) DAYS ****

DISCOUNT: If total semester tuition is paid in full, a 10% discount will be deducted.

Homework Help is only available for The After School Program. This option is to get your child started on their homework for 15min.

Kinder ____ Monday ____ Tuesday ____ Wednesday ____ Thursday

1st & 2nd Gr. ____ Monday ____ Tuesday ____ Wednesday ____ Thursday

3rd & 4th Gr. ____ Monday ____ Tuesday ____ Wednesday ____ Thursday

5th & 6th Gr. ____ Monday ____ Tuesday ____ Wednesday ____ Thursday

7th & 8th Gr. ____ Monday ____ Tuesday ____ Wednesday ____ Thursday

Payment Due Dates

MONEY ORDERS, CASHIER'S CHECKS, OR SCHOOLPAY

**** All applications received after June 22nd, 2023, will be considered late, and a late application fee of \$25 will be added to your child's tuition at the time of registration.**

1st Payment: Due at Registration (See registration dates)

2nd Payment: September 22, 2023

3rd Payment: October 20, 2023

4th & Final Payment November 30, 2023

**PAYMENT WORKSHEET Options:
(Please complete this portion)**

☐ Full-time Tuition \$ _____

☐ Part-time Tuition \$ _____

☐ Early Dismissal Fee \$ _____

☐ Early Risers \$ _____

☐ Early Risers Bundle

❖ Full- Time \$ _____

❖ Part- Time \$ _____

SEMESTER TOTAL = \$ _____

Amount paid \$ _____

○ **School Pay (Processing Fees Apply)**

Cashier's check # _____

Money order # _____



The Rice School
Early Risers & After School Program
Fall 2023
Enrollment Regulations

REGISTRATION – I understand that registrations are for the Fall **2023 semester**. The **registration deadline is on June 22, 2023**. **No other applications will be accepted after, August 31, 2023**. No refunds are issued in the event that your child is withdrawn from the Early Risers or After School Program before the semester ends. If you request cancellation of services, please email the Director, Elexis Ortuno, at Elexis.Ortuno@houstonisd.org. If no communication is made to the director of cancellation of services, your outstanding balance will remain on file.

(No refunds, credits, or account changes/ transfers will be issued after, August 31, 2023).

Initials: _____

CANCELLATIONS HISD – In the event **HISD CANCELS** all after school activities for inclement weather or other circumstances, there will be **NO AFTER SCHOOL** services provided. You will need to pick your children up by **4:00 pm** since the school will be closed and there will be no staff to supervise your children. No refunds will be issued.

Initials: _____

LATE PICK- UP FEES – I understand that if I have a child enrolled as a Full-Time 4:00PM-6:00PM participant, and if I pick up my child after 6:00 PM, I will be automatically charged a late fee. If my child is enrolled as a Half-Time 4:00-5:00PM participant, I will be automatically charged a late fee if my child is picked up after 5:00 PM. **Late fees must be paid in 24 hours** by money order or cashier's check made out to The Rice School. (Please refer to late- pick up fee chart for details on pricing).

Initials: _____

DISMISSAL/PICK UP– In order for my child to be dismissed from the After - School Program, I must show a photo ID at the front attendance window when signing them out. My child can only be released to the authorized parties I have listed on the emergency contacts/permission to pick up form. **If I must send an unauthorized person to pick up my child, I must e-mail the coordinator 24- hours prior with all the information on the person picking up.** I will inform the person I am sending to have their photo ID ready when signing my child out. I will also e-mail the coordinator of any changes in my child's pick - up schedule for that day.

Initials: _____

Specialty Classes: A minimum of 10 students must be enrolled in a specialty class. If a specialty class is cancelled due to low enrollment, a full refund for that class will be issued. Parents and students will be notified as early as possible to inform them of class cancellation. Students participating in any specialty classes must be registered with The Rice School After School Program.

Initials: _____

PAYMENT PLANS AND REGISTRATIONS – I must submit all payments to **The Rice School in the form of a money order or cashier's check** in a timely manner according to the payment dates (**Payment #1 due at registrations; Payment #2 due September 22nd; Payment #3 due October 20th; Payment #4 & Final Payment due November 30th**). I will be charged a **\$20.00 late fee** if payments are not received by due dates. **I understand that any unpaid fees will result in my child's report card being retained and I will not be able to register with either the Early Risers or After School Program in the Spring 2024 semester.**

Initials: _____

Outstanding balances- Registrations cannot be accepted from anyone who has an outstanding balance from previous semesters or school year. Any outstanding balances will result in **retaining the student's report- card or records. Failure to meet your financial obligations on time will result in suspensions of our services to your child immediately.**

Initials: _____

Late Application Fees- I understand that any ASP registrations **received after June 22, 2023**, will be considered late, and a late application fee of **\$25** will be added to your child's tuition at the time of registration.

Initials: _____

BEHAVIOR – I am aware that the Rice School After School Program follows **THE H.I.S.D. CODE OF STUDENT CONDUCT** to ensure the safety of my child. **I am also aware that services can be suspended if students are disrespectful, aggressive, disruptive to other students and teachers and create an unsafe situation in the after-school setting.**

Initials: _____

SPECIAL NEEDS- The after-school program staff are not trained for special need students.

Initials: _____

MEDIA DEVICES – Media devices used to photograph, film or record children **are PROHIBITED** in the after-school program. Initials: _____

My signature indicates that I have read and understood the contents of the Enrollment Regulations and will abide by them.

Name of Parent _____ (Signature) Date: _____

Student Name _____ Date: _____

