



**THE RICE SCHOOL'S  
EARLY RISERS/ AFTER SCHOOL PROGRAM  
REGISTRATION PACKET  
SPRING 2024**

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

Coordinador: Elexis Ortuño  
Email: [ELEXIS.ORTUNO@HOUSTONISD.ORG](mailto: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  
(December 11<sup>th</sup> – December 21<sup>st</sup>)**  
Schedule Booking Online  
<https://www.houstonisd.org/RiceASP>

**Registration Deadline**  
*All applications received after the following date January 12, 2024, will be considered late, and **a late application fee of \$25 will be added to your child's tuition at the time of registration.***

**REGISTRATION INFO**

**Registration Dates Continue  
(January 8<sup>th</sup> – January 12<sup>th</sup>)**

Parents,  
We are accepting credit card payments through School Pay. A fee will be applied for each transaction. Please note that the **1<sup>st</sup> payment must be done in person**.  
Thank you

**PROGRAM**

**START DATES**

Spring Semester Begins

January 8<sup>th</sup>

Early Risers & After School Program Begins

January 8<sup>th</sup>

ASP Homework Help

January 16<sup>th</sup>

**Payment Due Dates**

**MONEY ORDERS, CASHIER'S CHECKS, SCHOOLPAY**

*All applications received after January 12, 2024, 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.*

❖ 1<sup>st</sup> Payment: ¼ due at Registration  
(See registration dates)

❖ 2<sup>nd</sup> Payment February 9<sup>th</sup>

❖ 3<sup>rd</sup> Payment March 22<sup>nd</sup>

❖ 4<sup>th</sup> Payment April 26<sup>th</sup>

**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 SPRING 2024  
Welcome Letter**

Dear Rice Parents,

The Rice School's Early Risers & After School Program (ASP) welcomes you back for the Spring 2024 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**  
**SPRING 2024**  
**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
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Contact Name		Relationship	
Address		City	Zip Code
Home Phone	Work Phone		Cell Phone
Email Address			
Please check box(es) applicable to this contact person  <input type="checkbox"/> Lives with student  <input type="checkbox"/> Emergency  <input type="checkbox"/> Has permission to pick up student			

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

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

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

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



**The Rice School's  
Early Risers Child Care/ After School Program  
Enrollment Options  
SPRING 2024**

Student's First/ Last Name	Grade
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**Early Risers & After School Program Options**

97 HISD Face-to-Face Instructional Days for Spring 2024

*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.*

❖ <b>Full- Time</b> Hours: 4:00pm- 6:00pm	Cost: \$970 per semester (\$10 per day) <b>4 Installments of (\$242.50)</b> If paid in full, 10% discount will be deducted: Cost- \$873
❖ <b>Part- Time</b> Hours: 4:00pm- 5:00pm	Cost: \$582 per semester (\$6 per day) <b>4 Installments of (\$145.50)</b> If paid in full, 10% discount will be deducted: Cost- \$523.80
❖ <b>Early Risers</b> Hours: 6:45am- 8:10am	Cost: \$679 (\$7 per day) <b>4 Installment of (\$169.75)</b> If paid in full, 10% discount will be deducted: Cost- \$611.10

**Early Risers- ASP Bundle Program Options**

Full- Time (\$16 per day) <b>4 installments of \$388</b>	Morning 6:45am- 8:10am	Afternoon 4:00pm- 6:00 pm	Tuition Total: \$1,552	<u>10% discount if paid in full.</u> Tuition Total: \$1,396.80
Part- Time (\$13 per day) <b>4 installments of \$315.25</b>	Morning 6:45am- 8:10am	Afternoon 4:00pm- 5:00 pm	Tuition Total: \$1,261	<u>10% discount if paid in full.</u> Tuition Total: \$1,134.90

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

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

<p>Homework Help is only available for The After School Program. This option is to get your child started on their homework for 15min.</p> <p>Kinder    ___ Monday ___ Tuesday ___ Wednesday ___ Thursday</p> <p>1<sup>st</sup> &amp; 2<sup>nd</sup> Gr. ___ Monday ___ Tuesday ___ Wednesday ___ Thursday</p> <p>3<sup>rd</sup> &amp; 4<sup>th</sup> Gr. ___ Monday ___ Tuesday ___ Wednesday ___ Thursday</p> <p>5<sup>th</sup> &amp; 6<sup>th</sup> Gr. ___ Monday ___ Tuesday ___ Wednesday ___ Thursday</p> <p>7<sup>th</sup> &amp; 8<sup>th</sup> Gr. ___ Monday ___ Tuesday ___ Wednesday ___ Thursday</p>	<p><b>PAYMENT WORKSHEET Options: (Please complete this portion)</b></p> <p><input type="checkbox"/> Full-time Tuition            \$ _____</p> <p><input type="checkbox"/> Part-time Tuition            \$ _____</p> <p><input type="checkbox"/> Early Dismissal Fee        \$ _____</p> <p><input type="checkbox"/> Early Risers                    \$ _____</p> <p><input type="checkbox"/> Early Risers Bundle</p> <p style="padding-left: 20px;">❖ Full- Time                    \$ _____</p> <p style="padding-left: 20px;">❖ Part- Time                    \$ _____</p> <p><b>SEMESTER TOTAL =</b>        \$ _____</p> <p>Amount paid                    \$ _____</p> <p style="padding-left: 20px;">○ School Pay (Processing Fees Apply)</p> <p>Cashier's check # _____</p> <p>Money order #                 _____</p>
<b>Payment Due Dates</b>	
<b>MONEY ORDERS, CASHIER'S CHECKS, OR SCHOOLPAY</b>	
** All applications received after January 12, 2024, will be considered late, and a late application fee of \$25 will be added to your child's tuition at the time of registration.	
1 <sup>st</sup> Payment: Due at Registration (See registration dates)	
2 <sup>nd</sup> Payment: February 9 <sup>th</sup>	
3 <sup>rd</sup> Payment: March 22 <sup>nd</sup>	
4 <sup>th</sup> & Final Payment: April 26 <sup>th</sup>	



**The Rice School**  
**Early Risers & After School Program**  
**Spring 2024**  
**Enrollment Regulations**

**REGISTRATION** – I understand that registrations are for the Spring 2024 Semester. The **registration deadline is on January 12, 2024. No other applications will be accepted after, January 12, 2024.** No refunds are issued if 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](mailto: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, January 12, 2024).** 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 February 9th Payment #3 due March 22nd Payment #4 & Final Payment due April 26th**). 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 January 12, 2024, 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: \_\_\_\_\_

