



MERCY SCHOOL  
FOR SPECIAL LEARNING

School Year: 2016-2017

Dear Parent,

Thank you for choosing Mercy as for your child's educational placement. At Mercy, your family joins a community of learning committed to your child's development on all levels.

We promise to:

- Love, respect and treasure each unique individual
- Use academics, activities and community engagement to build confidence and life skills
- Provide a safe, nurturing and spiritual environment

These goals are our daily focus as we implement the Instructional Plan—a tool designed individually for your child's specific strengths and areas of need. Working together as a team--family, teacher, and support staff—your child's new milestones are celebrated. We look forward to a wonderful year and we are very glad that you and your child are joining our family.

Sincerely,

Bridget L Muehlenkamp  
Principal

830 South Woodward Street, Allentown PA 18103-3440 Phone: 610-797-8242 FAX: 610-797-9092

Email: (Bridget Muehlenkamp) [principal@mercyspeciallearning.org](mailto:principal@mercyspeciallearning.org) or [altlmslc@ptd.net](mailto:altlmslc@ptd.net)  
(Sherry Quist, Secretary) [school@mercyspeciallearning.org](mailto:school@mercyspeciallearning.org)  
(Tom Harper, Advancement Director) [tharper@mercyspeciallearning.org](mailto:tharper@mercyspeciallearning.org)

Website: [www.mercyschool.org](http://www.mercyschool.org)

**WELCOME LETTER: 2016-2017**  
Mercy School for Special Learning  
School Age Program

Dear Parents / Guardians,

In planning for the 2016 - 2017 school year, we look forward to welcoming your child as a student at Mercy School for Special Learning. Your child's education at Mercy is designed to accommodate his or her individual needs within the classroom setting. As a Catholic school, we assist your child in his or her religious, educational and social growth while instilling self-confidence in their individual abilities. The deep sense of community at Mercy encourages involvement from families, and we know that you will be actively involved in all aspects of school life. Our experienced, caring staff work collaboratively to meet your child's educational goals and objectives, and to exceed expectations.

Family Pay is defined following enrollment in the FACTS system, with discounts awarded for additional children within the same family in Catholic education. Financial allocations from EPSF, other scholarship funds, and the Bishop's Annual Appeal, the tuition paid by your family must meet the costs per student of \$21,000. Registration fees are broken down as follows:

Registration Fee (per child):	\$140
<i>(includes Parkettes Fee <u>per child</u> and Mercy Parent Alliance Fee <u>per family</u>)</i>	
Activity Fee ( <u>per family</u> )	\$150
Total Due with Registration:	<u>\$290</u>

There will remain an \$800 fundraising responsibility that needs to be met per family on behalf of our Parent Alliance. Be sure to read and follow through on the directions of the Equitable Participation Form to register your child in your school district of residence. This will permit you child to receive speech and occupational therapy services. Attached are additional forms to complete as we work cooperatively to insure completion of all necessary paperwork prior to enrollment. We very much look forward to working with you and your child during the upcoming school year!

Sincerely,

Mrs. Bridget L. Muehlenkamp  
Principal

## **EQUITABLE PARTICIPATION**

In order for a student attending Mercy School for Special Learning to receive occupation or physical therapy services through the Carbon-Lehigh Intermediate Unit 21 the parent must do the following:

- Call the Special Ed Director of your home school district
- Ask to Enroll your child
  - In both your home school district
  - **AND**
  - At Mercy School for Special Learning
- Sign the necessary paperwork requested by the school district
- Some school districts require a therapy evaluation through the school district plus an IEP. For some children this may have already been completed.
- The School District will do the following:
  - The school district will contact the Carbon-Lehigh Intermediate Unit for the Equitable Participation forms. The Intermediate Unit will send the forms to the school district. The school district will then sign the forms and return them to the Intermediate Unit.
  - The Intermediate Unit will give the signed Equitable Participation to therapists providing services at Mercy School for Special Learning.
- For physical therapy services you must also have a current prescription from your child's physician.

**\*\*\*\*\* Every student has the right to have a psychological evaluation done by the school district you reside in. This evaluation should be done before enrolling your child at Mercy. Your child also has the right to be re-evaluated every 3 years. Please make sure you are registered with your County and have a caseworker or supports coordinator to help you become acquainted with the various benefits your child is eligible to receive \*\*\*\*\***

**REGISTRATION GUIDELINES: 2016 - 2017**  
Mercy School for Special Learning  
School Age Program

The following forms must be completed for each student:

- 1) Registration Form (including photo, website & social media permission)
- 2) **Everyone must register on the FACTS On-Line Registration Form**
- 3) Parent Alliance Fundraising Responsibility Agreement
- 4) Certificate of Individual Request for Loan of Textbooks and Instructional Materials

In order to receive transportation from the school district that you reside in, you must complete

- 1) A Request for Transportation under Act 372

**We request that you return all pertinent, completed registration packets to Mercy, with your registration fee, no later than Friday, April 15, 2016 . PLEASE MAKE NOTE that in order to be eligible for possible tuition assistance; all on-line registration through FACTS must be completed by Friday, April 22, 2016.**

Classroom assignments are based on currently registered students as well as new students that apply for admission. Please feel free to call me and discuss any questions or concerns that you might have relevant to your child's continued enrollment at Mercy. PLEASE take care of the Equitable Participation Form in this packet to insure that your child is able to take advantage of any therapy services he/she may be eligible to receive.

**● FACTS Enrollment Workshops have been scheduled at Mercy as follows ●**

**Tuesday, April 5, 2016            3 - 5 p.m.**

**Wednesday, April 6, 2016       12 noon - 2 p.m.**

FACTS representatives and Mercy staff will help you to complete the application/enrollment process at these workshops.

Thank you for your cooperation as we plan for the 2016 - 2017 school year. We anticipate a great year that will provide nourishment for your child's individual potential within Mercy's supportive classroom environment. Your timely cooperation is greatly appreciated.

**Mercy School for Special Learning****2016-2017 School Age Registration Form**

Registration \$140    Activity Fee \$150

**Total Due \$290****Return Due Date: April 15, 2016****Student's Name**

Student's Date of Birth

Student's Social Security #

**Parent / Guardian Name**

Address

City / State / Zip

Email Address

**Home Phone #**

Mother/Guardian (Name &amp; Cell #)

Mother/Guardian (Name &amp; Work #)

Father/Guardian (Name &amp; Cell #)

Father/Guardian (Name &amp; Work #)

**County where you live****Municipality you pay taxes to****School District you live in****Parish (if Catholic)****City where parish is located**

Registered in a parish means that you attend Mass and contribute to the parish. Each parish will be assessed a subsidy for students who are participating members. If you are not a participating member, your pastor will NOT pay your assessment & you will be charged the non-Catholic tuition

**Emergency Contact Name/Phone #**

1st Contact: Name/relationship to student: \_\_\_\_\_

Home Phone

Cell Phone

Business Phone

2nd Contact: Name/relationship to student: \_\_\_\_\_

Home Phone

Cell Phone

Business Phone

Office Use:      Paid \$ \_\_\_\_\_      Check # \_\_\_\_\_      Cash \_\_\_\_\_      Date \_\_\_\_\_

**FACTS INFORMATION LETTER: 2016-2017**  
Mercy School for Special Learning  
**REGISTRATION**

Dear Parents,

The stability of our school and the quality of its programs are of the utmost importance. In seeking to safeguard our future these and make improvements to benefit everyone, we partner with the FACTS Management Company to assist in our tuition payment program and financial aid assessment. For prior enrollees, your information in the FACTS System and will only need to be updated. We are confident that this program offer greater efficiency and financial stability for the school, while providing convenience to families.

Support our improved fiscal management of Mercy School for Special Learning and assist us in understanding your financial needs by using FACTS to establish your tuition payment plan:

1. Payment Dates: You must choose either the 5<sup>th</sup> or 20<sup>th</sup> of each month as your payment date. Automatic payments can be made from a checking or savings account or from a variety of credit cards, if applicable. **A \$50 FACTS administrative fee will be added to your first payment only.**
2. Enrolling in FACTS: You may enroll in FACTS by going online to <https://online.factsmgt.com> to complete your FACTS agreement form **OR attend one of our application assistance sessions.** There is a link on Mercy's website ([www.mercyschool.org](http://www.mercyschool.org)) that will take you directly to this site.
3. Convenience & Security: Along with multiple payment plan options, your payments are processed securely through a bank to bank transaction.
4. Consumer Account: You may check your personal account or make payments on-line (if applicable) from the convenience of your home or office anytime.

One of the universal challenges in education is achieving a balance between our educational mission and financial stability. It is precisely for this reason we choose to remain with the FACTS Management Company. Within the FACTS system, the school maintains final decision-making control related to scholarship and tuition assistance awards. As always, we will continue to work with families should special circumstances or hardship arise during the school year.

Thank you for your continued loyalty and support for Mercy. We depend on your support in our efforts to provide the highest quality of education for your child(dren) as we remain committed to our mission statement.

Sincerely,

*Bridget Muehlenkamp*

Bridget L Muehlenkamp  
Principal

**FACTS REGISTRATION CHECKLIST: 2016-2017**

Mercy School for Special Learning

When registering online for your tuition payment plan, **please be prepared to complete the following:**

- Name, address and phone numbers (daytime, evening & mobile) for the person who is responsible for paying tuition.
- Name of student who will be attending school for September 2016.
- Be prepared to create a Username and Password. (Password must be at least 8 characters long and must include both letters and numbers). *If you registered last year, use your username and password and once you log in, the form should populate your name and address to begin the process.*
- Select Security Questions from a drop down menu and provide the answer to that question.
- Select how you will be paying tuition – through an invoice (Bill) or Automatic Deduction (ACH)**
- If you select Automatic Deduction you must have a blank check with you so that you can enter the Routing Number and Checking Account Number into the system.**
- Once an online application has been completed, the following information will to be sent to FACTS to complete the application process:**
  - **Copies of your most recent Federal tax forms including all supporting tax schedules**
  - **Copies of your 2015 W2 forms for both you and your spouse**
  - **Copies of supporting documentation for Social Security Income, Welfare, Child Support, Food Stamps, Workers' Compensation and TANF**
  - **All supporting document must be uploaded in pdf format online, or faxed to 1-866-315-9264 or mailed to FACTS Grant & Aid Assessment, PO Box 82524, Lincoln, NE 68501-2524 --- BE CERTAIN TO INCLUDE YOUR APPLICANT ID on all faxed or mailed correspondence.**

**\*\*\*\*VERY IMPORTANT** – please know that if you put your email address on the registration form ALL communications, including your tuition bill, will come to you through email. **If you wish to receive your bill and any correspondence by US Mail then *do not enter your email address.***

The cost to educate one child at Mercy School for Special Learning totals \$21,000 per year. We fully recognize that this number would impose a tremendous burden on the family budget. Therefore the amount that each family will be expected to contribute for the school year, will be assessed following completion of the *FACTS On-Line Financial Application*. **This form must be completed regardless of your intent to apply for a scholarship.**

All decisions on your **Tuition Responsibility** rate will be awarded based on financial need as shared confidentially in completion of the On-Line Application.

**Mercy School for Special Learning 2016 – 2017 Tuition Payment Preference Form**

Family Name \_\_\_\_\_ Student Name \_\_\_\_\_

Address \_\_\_\_\_ City, State Zip \_\_\_\_\_

**PLEASE – Check Only One Option**

- \_\_\_\_\_ Option 1      Single Payment Due: Monday, August 1, 2016.  
If choosing this option and your payment is made by the date shown.
- \_\_\_\_\_ Option 2      Two-Payment Plan Due: Monday, August 1 and Monday, December 5, 2016.
- \_\_\_\_\_ Option 3      Monthly payment plan budgeted over 10 months beginning in August 2016.  
Payments to be withdrawn from your account on the 5<sup>th</sup> or 20<sup>th</sup> of each month based on your choice.

**ALL FAMILIES must choose a payment option. If you have any questions, please call the school office at (610) 797-8242 between the hours of 9:00 a.m. & 2:00 p.m.**

Please be aware that **Mercy will impose a \$30 charge for any checks returned for insufficient funds.** Should you encounter financial difficulty in meeting your payments in a timely manner, **PLEASE CALL THE OFFICE PROMPTLY** and we will work with you to avoid incurring any additional expense.

\_\_\_\_\_  
(Please initial)      **I fully understand that I am expected to attend the Back to School Night in September as well Parent Teacher Conferences scheduled in October and June.**

\_\_\_\_\_  
(Please initial)      **I agree to fulfill my parental responsibility in paying my child's tuition in full.**

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date



**MEDIA RELEASE 2016-2017**  
**Mercy School for Special Learning**

Student Name \_\_\_\_\_

Mercy School for Special Learning is committed to protecting the privacy of all students and their families. The following is provided to offer you as a parent, the right to choose whether or not your child may be photographed, videotaped or recorded.

I, \_\_\_\_\_, the parent/guardian of \_\_\_\_\_  
(parent/guardian name) (student's name)

Hereby give my permission for my child to be photographed (still or motion) and/or tape recorded (audio or video) by employees of Mercy School for Special Learning, and it's education partner organizations for:

**Please initial all that apply:**

\_\_\_\_\_ Use within Mercy's classroom environment

\_\_\_\_\_ Use for Mercy's school website & facebook

\_\_\_\_\_ Use outside Mercy School for Special Learning for local news, media, newsletter, annual appeal, annual report and other school publications

\_\_\_\_\_ Use for the Bishop's Annual Appeal for the Diocese of Allentown and publications for the Diocesan Secretariat for Stewardship and Development for the Diocese of Allentown

\_\_\_\_\_ I **DO NOT** wish to allow my child to be photographed, videotaped, or recorded **EXCEPT** for Mercy's annual Christmas show

\_\_\_\_\_  
Printed name of parent / guardian

\_\_\_\_\_  
Signature of parent / guardian

\_\_\_\_\_  
Address

\_\_\_\_\_  
Date

\_\_\_\_\_  
City / State / Zip

**TRANSPORTATION REQUEST: 2016 - 2017**

Mercy School for Special Learning  
School Age Program

Dear Parent,

According to Pennsylvania Law, non-public school children are entitled to transportation to non-public schools as follows:

1. A district, which provides transportation for resident public school students, must also make identical provisions for the transportation of resident non-public school students.
2. Transportation for non-public school students must be provided to and from the non-public school in which the student is enrolled, even if the non-public school is located outside the district so long as the distance is not more than 10 miles beyond the district boundaries. (Note - this distance may be in excess of 10 miles from student's homes).
3. A district may transport children who live along hazardous routes even though the children live within walking distance of the school.

If you think you are eligible for transportation and desire said transportation, please complete the Request Form below and return it to school with this registration packed.

Bridget L. Muehlenkamp, Principal

**Please Complete the REQUEST FOR TRANSPORTATION  
UNDER ACT 372 Form in this packet.**

**One Form must be completed for EACH CHILD  
Requesting Transportation.**

**Thank you!**

# REQUEST FOR TRANSPORTATION UNDER ACT 372

1. Name of child \_\_\_\_\_ Date of Birth \_\_\_\_\_  
Circle one: Male or Female Grade Entering **ungraded**

2. Address (if rural address, indicate specific location)  
\_\_\_\_\_  
\_\_\_\_\_

The above named child lives approx. \_\_\_\_\_ miles from Mercy School for Special Learning.

If child received public school district transportation last year, please indicate bus number \_\_\_\_\_ and district providing transportation \_\_\_\_\_

3 Name of non-public School attending: **Mercy School for Special Learning**

4 Name of Public School District (**in which child resides**) \_\_\_\_\_

5 Please Check (A or B)

\_\_\_\_\_ A student will be transported by parent to and from school, may require transportation in an emergency situation only

\_\_\_\_\_ B Transportation **is required (please circle one):** AM only PM only AM & PM  
Indicate which day(s) transportation is required:

\_\_\_ Monday \_\_\_ Tuesday \_\_\_ Wednesday \_\_\_ Thursday \_\_\_ Friday

### Mother/Guardian Information

### Father/Guardian Information

Name (please print):	_____	_____
Home Phone #	_____	_____
Cell Phone #	_____	_____
Work Phone #	_____	_____
eMail	_____	_____

### Emergency Contact Names & Phone Numbers: (OTHER THAN PARENT/GUARDIAN)

Name (please print): \_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_

Name (please print): \_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_

Name (please print): \_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_

Parent(s) Signature: \_\_\_\_\_ Date \_\_\_\_\_

**REQUEST FOR LOAN OF TEXTBOOKS & INSTRUCTIONAL MATERIALS: 2016 - 2017**

**Due Date: April 15, 2016**

Mercy School for Special Learning  
School Age Program

Dear Parent,

State Law (Act 195) authorizes the loan of textbooks by the Secretary of Education to children enrolled in non-public schools. Act 90 authorizes the loan of instructional materials. Mercy is now in the process of requesting the specific textbooks and materials to be loans to your children. The law requires, however, that a parent of each child attending the non-public school individually request a loan of textbooks and instructional materials. The form to be signed is below. Please complete and return to school with your registration packed.

Thank you!

Bridget L. Muehlenkamp  
Principal



**CERTIFICATE OF INDIVIDUAL REQUEST  
FOR LOAN OF  
TEXTBOOKS & INSTRUCTIONAL MATERIALS  
School Year: 2016-2017**

I hereby request the loan of textbooks and instructional materials in accordance with Pennsylvania School Code of 1949 for my child(ren) attending Mercy School for Special Learning.

Date \_\_\_\_\_

Parent Signature \_\_\_\_\_

This program is available only to Pennsylvania residents.

Student's Name \_\_\_\_\_

Student's Name \_\_\_\_\_

Student's Name \_\_\_\_\_

Student's Name \_\_\_\_\_

Student's Name \_\_\_\_\_

## Mercy School for Special Learning School Uniform and Gym Uniform Information

### Girls Uniform

**BURGUNDY KNIT PULLOVER SHORT SLEEVE with Mercy logo (order form is attached) OR LONG SLEEVE BURGUNDY KNIT SHIRTS w/MERCY'S LOGO ARE AVAILABLE AT FLYNN & O'HARA**  
Maroon Wrap-Around Kilt or Khaki Skort (parental choice) for all girls which should be purchased at Flynn & O'Hara OR Khaki slacks  
White or burgundy socks or tights

### Boys Uniform

Khaki Slacks

**BURGUNDY KNIT PULLOVER SHORT SLEEVE with Mercy logo (order form is attached) OR LONG SLEEVE BURGUNDY KNIT SHIRTS w/MERCY'S LOGO ARE AVAILABLE AT FLYNN & O'HARA**

### GIRLS & BOYS UNIFORMS

Burgundy sweaters are optional

**Please be mindful of only wearing the burgundy knit shirts with the Mercy logo-** that is the school uniform!

The summer uniform does include khaki Bermuda shorts which can also be ordered thru Flynn & O'Hara. You may visit their store located in the Airport Road Shopping Center behind Friendly's Restaurant.

**CARGO PANTS OR SHORTS ARE NOT ACCEPTABLE FOR OUR SCHOOL UNIFORM**

**REMEMBER** – order sizes that will compensate for your child's growth over the summer! ALSO ..... allow ample time for your uniforms to come in when placing orders at Flynn & O'Hara. Orders are due at school by Friday, May 13, 2016 so that orders can arrive prior to the beginning of the school year.

**Short Sleeve Burgundy Knit Shirts & Gym Shirt/Sweatshirt with Mercy's logo are to be ordered from the attached order form.**

### GYM SUIT & BURGUNDY UNIFORM SHIRT ORDER FORM

The official school gym suit (**for both boys & girls**) is a burgundy Mercy Mustang T- Shirt\*, a burgundy MSLC Sweatshirt\* and black sweatpants or **conservative** black shorts.

\* The T-Shirt & Sweatshirt must be ordered thru Mercy. You will find an order form on the next page. Sweatpants and shorts may be purchased at any local store (K-Mart, Athletic Supply etc.) by you. When placing your order, please take into account that your child will likely grow over the summer. We only place our order for the items that each parent orders. **There will not be any items available to make exchanges for size in September.**

Students wear their gym suits on their assigned gym day as well as for certain field trips and/or special events that Mercy may participate in. **Gym suit orders are due at school with payment no later than Friday, May 13, 2016.** Orders cannot be accepted without payment.

# Mercy 2016 - 2017 Gym Suit Order Form

Orders Due  
no later than:

Friday, May 13, 2016

## MUSTANG T-SHIRTS

## SWEATSHIRTS

<u>Youth</u>	<u>Size</u>	<u>Price</u>	<u># Ordered</u>		<u>Size</u>	<u>Price</u>	<u># Ordered</u>
Small ( 6 - 8 )	S	\$11.00			S	\$15.00	
Medium ( 10 - 12 )	M	\$11.00			M	\$15.00	
Large ( 14 - 16 )	L	\$12.00			L	\$16.00	

  

<u>Adult</u>	<u>Size</u>	<u>Price</u>	<u># Ordered</u>		<u>Size</u>	<u>Price</u>	<u># Ordered</u>
Small ( 34 - 36 )	S	\$12.00			S	\$17.00	
Medium ( 38 - 40 )	M	\$12.00			M	\$17.00	
Large ( 42 - 44 )	L	\$12.00			L	\$17.00	
X Large ( 46 - 48 )	XL	\$13.00			XL	\$17.00	
XX Large ( 50 - 52 )	XXL	\$15.00			XXL	\$18.00	

## MSLC Burgundy Knit Uniform Pullover Shirt

<u>Youth</u>	<u>Size</u>	<u>Price</u>	<u># Ordered</u>
Small ( 6 - 8 )	S	\$11.00	
Medium ( 10 - 12 )	M	\$11.00	
Large ( 14 - 16 )	L	\$11.00	

<u>Adult</u>	<u>Size</u>	<u>Price</u>	<u># Ordered</u>
Small ( 34 - 36 )	S	\$13.00	
Medium ( 38 - 40 )	M	\$13.00	
Large ( 42 - 44 )	L	\$13.00	
X Large ( 46 - 48 )	XL	\$14.00	
XX Large ( 50 - 52 )	XXL	\$15.00	

Total # Of Items Ordered

Total \$ Amount Enclosed

Student's Name

Room #

**PARENT ALLIANCE FUNDRAISING  
RESPONSIBILITY AGREEMENT: 2016 - 2017**

**Due Date: April 15, 2016**

Mercy School for Special Learning  
School Age Program

The Mercy Parent Alliance sets a goal of contributing \$42,000 to support the school's budget annually. An essential component of our budget each year, funds are raised through a variety of sales activities and other events throughout the year. **I understand that meeting my fundraising obligation is a necessity.**

**As a parent, I agree to fulfill my responsibility to contribute \$800 in fundraising on behalf of the Parent Alliance.** This amount reflects percentages established for each fundraiser rather than a flat amount. *For example: sell \$500 worth of Gertrude Hawk Candy. Assuming Gertrude Hawk gives us 40% profit on sales, you would receive \$200 toward your fundraising obligation.* A list of available fundraising opportunities will be provided at the beginning of the school year. All unfulfilled obligations will be billed directly to me prior to the end of the school year.

Parent Alliance meetings are scheduled during the school year. Families are invited and expected to attend to contribute to planning and coordination of events.

As a parent, I acknowledge that I have the option of paying a buyout to be exempt from having to participate in the fundraising. **The buyout for the 2016-2017 school year will be \$800**, payable in lump sum or installments.

**Should I fail to meet my child's complete fundraising obligation, I understand that it may adversely affect my child's enrollment and/or Tuition Assistance opportunity at Mercy.**

Please be aware that **Mercy will impose a \$30 charge for any checks returned for insufficient funds.** Should you encounter financial difficulty in meeting your payments in a timely manner, **PLEASE CALL THE OFFICE PROMPTLY** and we will work with you to avoid incurring any additional expense.

I understand and accept these responsibilities.

Parent Signature \_\_\_\_\_

Student's name \_\_\_\_\_

Date \_\_\_\_\_