



MERCY SCHOOL
FOR SPECIAL LEARNING

2016-2017 School Year
PROGRAM DESCRIPTION
MINI MUSTANG PROGRAM

Dear Parents / Guardians,

In planning for the 2016- 2017 school year, we hope to count your child among those attending Mercy School for Special Learning in September. Tuition rates for 2016 - 2017 have been set as follows:

School Day Program (8:30 a.m. - 2:45 p.m.)

2 days	\$2390/yr
3 days	\$3580/yr
4 days	\$4775/yr
5 days	\$5355/yr

Half Day Program (8:30 a.m. - 11:30 a.m.)

3 ½ days	\$2985/yr
5 ½ days	\$4430/yr

Registration Fee:	\$ 50
Mercy Parent Alliance Fee:	\$ 25
Total Due with Registration:	<u>\$ 75</u>

Tuition payments will be explained on a separate sheet. There will be 3 options for you to choose from. In addition, if your child will be attending our monthly Parkettes session, there will be a one-time \$25 fee for the year for his/her participation. Please include this payment with your registration fee. Thank you!

Please complete all relevant pages of this registration packet and return the appropriate forms and registration fee to Mercy by Friday, April 15th. Information relevant to registering on the FACTS Tuition System will be found later in this packet. Should you have any questions or require additional information, please call the school office at (610) 797-8242 or myself. Thank you for your cooperation! We are looking forward to the return of your child for the next school year!

Sincerely,

Mrs. Bridget L. Muehlenkamp
Principal



MERCY SCHOOL
FOR SPECIAL LEARNING

2016-2017 Registration Packet
MINI MUSTANG PROGRAM

The following forms must be completed for each child:

- 1) Registration Form & Photo Permission Form
- 2) FACTS Financial Form (On-Line Form Completion @ <https://online.factsmgt.com> or by using the link on our website @ www.mercyschool.org)
- 3) 2016 -2017 Attendance Days Form
- 4) Program Pay Information Form
- 5) Parent Alliance Fundraising Responsibility Agreement

We request that you return all pertinent, completed registration packets to Mercy, with your registration fee, no later than Friday, April 15, 2016. In order to be eligible for tuition assistance, that paperwork must be completed online by Friday, April 22, 2016 .

We are receiving inquiries for next school year and are developing a waiting list for students seeking to enroll. If your registration packet and fee have not been received by the stated deadline, we will award child placements based on registrations that we have received and accept student(s) from our waiting list. Please feel free to call me and discuss any concerns you might have with regard to your child's registration for next year.

Thank you for your cooperation in meeting our deadlines to enroll your child at Mercy for the 2016-2017 school year. Timely enrollment will permit us to plan for your child's individual needs within the classroom environment. Your cooperation is greatly appreciated.

● **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 opportunities for your child's individual needs within Mercy's classroom environment. Your timely cooperation is greatly appreciated.

Mercy School for Special Learning

2016-2017 Mini Mustang Program

Registration \$75 Parkettes Fee \$25*

Registration Form

Total Due \$100**Return Due Date: April 15, 2016**

*Parkettes fee is only due if your child attends program on Friday!

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 & Cell #)

Mother/Guardian (Name & Work #)

Father/Guardian (Name & Cell #)

Father/Guardian (Name & 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 _____

MEDIA RELEASE 2016-2017

**Mercy School for Special Learning
Mini Mustang Program**

Child's Name _____

Mercy School for Special Learning is committed to protecting the privacy of all children 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) (child'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

2016-2017 **PARENT ALLIANCE**
FUNDRAISING RESPONSIBILITY AGREEMENT
Due Date: April 15, 2016
Mercy School for Special Learning
Mini Mustang Program

Parent Alliance Fundraising Responsibility Agreement

As a parent, I understand that I am expected to attend Parent Alliance Meetings scheduled during the school year.

As a parent, I agree to fulfill my financial responsibility of fundraising on behalf of the Parent Alliance in the amount of \$800 if my child attends 4 or 5 days. My financial responsibility if attending 2 or 3 full days or 3 ½ days will be \$400.

This amount will reflect 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.* I understand that a list of participating fundraisers 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.

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 based on the number of days my child attends the Mini Mustang Program; payable in monthly, quarterly, semi-annual or annual payments.

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.

In order to assist my Parent Alliance in raising \$42,000 toward the school’s budget from fundraising activities and events, which is an essential part of the budget, **I understand that meeting my fundraising obligation is a necessity.**

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 this responsibility.

Parent Signature _____

Student’s name _____

Date _____

Dear Parents,

Since the stability of our school and the quality of its programs are of the utmost importance, we are always seeking ways to make improvements to benefit everyone. As we once again partner with the FACTS Management Company to help us manage our tuition payment program and financial aid assessment you will be pleased to learn that last year's information will remain on the FACTS System and will only need to be updated. In addition, beginning with the new school year, there will only be one-site that you will need to navigate through. We are confident that this program will continue to offer greater efficiency and financial stability for the school while providing convenience to families.

One of our primary goals this year at Mercy Special Learning Center is to concentrate our efforts on improving the *business side* of our school. By taking advantage of the security and convenience of payment processing and information technology offered by FACTS, we remain committed to this goal.

You will realize these benefits by using FACTS for your tuition payment plan:

1. **Payment Dates:** You must choose either the 5th or 20th 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.factsmgmt.com> to complete your FACTS agreement form **OR attend one of our application assistance sessions.** There is a link on Mercy's website 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" cases 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
Mini Mustang Program

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 2015.
- 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 2014 W-2 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.***

TRANSPORTATION REQUEST: 2016 - 2017

Mercy School for Special Learning
School Age Program

Dear Parent,

According to Pennsylvania Law, non-public school children, **who are at least 5 years of age**, 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 #	_____	_____

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 _____