



**MERCY SCHOOL**  
FOR SPECIAL LEARNING

**School Year:** 2017-2018

Dear Parent/Guardian,

Thank you for choosing Mercy 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 will be part of the Mercy family.

Sincerely,

*Elizabeth Gryz*

Elizabeth Gryz  
Principal

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

Email: (Elizabeth Gryz) [principal@mercyspeciallearning.org](mailto:principal@mercyspeciallearning.org) or [altlmslc@ptd.net](mailto:altlmslc@ptd.net)  
(Sherry Quist, Office Manager) [school@mercyspeciallearning.org](mailto:school@mercyspeciallearning.org)  
(Dana Sten, Financial Manager) [danastenmercy@ptd.net](mailto:danastenmercy@ptd.net)

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

**WELCOME LETTER: 2017-2018**  
Mercy School for Special Learning  
School Age Program

Dear Parents / Guardians,

In planning for the 2017 - 2018 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 determined following completion of your enrollment in the FACTS system, with discounts awarded for additional children within the same family in Catholic education. Financial allocations may be applied from EPSF, other scholarship funds, and the Bishop's Annual Appeal. The balance remaining will be the tuition to be paid by your family. This total must meet the per student cost of education which is \$21,630. Registration fees are broken down as follows:

Registration Fee (per child):	\$170
<i>(includes Parkettes Fee <u>per child</u> and Mercy Parent Alliance Fee <u>per family</u>)</i>	
Activity Fee ( <u>per family</u> )	\$180
Total Due with Registration:	<u>\$350</u>

There will be an additional \$950 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 your child to receive speech and occupational therapy services at Mercy. 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,

*Elizabeth Gryg*

Elizabeth Gryg  
Principal

# MERCY SCHOOL FOR SPECIAL LEARNING

# 2017-2018 School Age Registration Form

Registration Due Date: April 13, 2017

Registration \$170    Activity Fee \$180

**Total Registration Fee Due: \$350**

**Student's Name**

Student's Date of Birth

Student's Social Security #

**Parent / Guardian Name(s)**

Address

City / State

Zip Code

Email Address

**Home Phone #**

Mother / Guardian (Name & **CELL** Phone)

Mother / Guardian (Name & **WORK** Phone)

Father / Guardian (Name & **CELL** Phone)

Father / Guardian (Name & **WORK** Phone)

**County** where you live

**Municipality** you pay taxes to

**School District** where you live

**Parish (if Catholic)**

**City where parish is located**

Registered in a parish means you attend and contribute to that parish. Each parish is assessed an amount for students who are participating members. If you are not a participating member, your pastor will NOT pay your assessment and you WILL then be charged the non-catholic rate.

**New Students or updates only:**    Date of Baptism

Date of First Penance

Date of First Eucharist

Date of Confirmation

**OFFICE USE ONLY**

**Registration Fee \$ 350**

**Paid Cash** \_\_\_\_\_

**Check #** \_\_\_\_\_

**Paid Date** \_\_\_\_\_

School Age Students

**MERCY SCHOOL FOR  
SPECIAL LEARNING**

**2017-2018 School Age Registration  
Form**

**Registration Due Date: April 13, 2017  
EMERGENCY / ONE CALL DATA**

**Student's Name**

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**We may be initiating a One-Call System to automatically notify you with school information such as closings / early dismissals.**

**In anticipation of using this system, we need two (2) valid numbers to contact you. Please indicate home or cell because cell phones can be texted with the notification.**

**\_\_ Cell \_\_ Landline                      Phone # 1**

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**\_\_ Cell \_\_ Landline                      Phone # 2**

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**Emergency Contact Name / Phone #**

**First Contact:** Name / Relationship to student

Home Phone

Cell Phone

Business Phone


**Second Contact:** Name / Relationship to student

Home Phone

Cell Phone

Business Phone


## **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: 2017 - 2018**

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 theFACTSON-Line Registration Site**
- 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 Thursday, April 13, 2017. PLEASE MAKE NOTE that in order to be eligible for possible tuition assistance; all on-line registration through FACTS must be completed by Thursday, April 20, 2017.**

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 follow the instructions on 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 may be scheduled at Mercy if needed●**

**If you are interested in completing enrollment on FACTS at Mercy, please return this form with your name and phone number. We will contact you.**

Parent Name \_\_\_\_\_ Phone # \_\_\_\_\_

Student Name \_\_\_\_\_  YES, please contact me!

**FACTS INFORMATION LETTER: 2017-2018**  
Mercy School For Special Learning  
**REGISTRATION**

Dear Parents,

Diocesan schools 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 offers greater efficiency and financial stability for the school while providing convenience to families while assisting us in understanding individual financial situations in establishing your tuition payment plan:

1. PaymentDates: 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 inFACTS: You may enroll in FACTS by going online to <https://online.factsmgt.com> to complete your FACTS agreement form **OR request an application assistance session atMercy. There is a link on Mercy's website ([www.mercyschool.org](http://www.mercyschool.org)) that will take you directly to the FACTS website.**
3. Convenience&Security: Along with multiple payment plan options, your payments are processed securely through a bank to bank transaction.
4. ConsumerAccount: 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 havepartnered with the FACTS Management Company. **Within the FACTS system, the school maintains final decision-making control related to scholarship and tuition assistance awards.**

Thank you for your continued loyalty and support for Mercy. Your support is essential to our efforts to provide the highest quality of education for your child(ren) as defined in our mission statement.

Sincerely,

*Elizabeth Gryg*

Elizabeth Gryg  
Principal

## FACTS REGISTRATION CHECKLIST: 2017-2018

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 Mercy for the 2017-2018 school year.
- 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 must 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 2016 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.***



**SCHOOL PAY METHOD: 2017 – 2018**

**Due Date: April 13, 2017**

Mercy School For Special Learning  
School Age Program

**The cost to educate one child at Mercy School For Special Learning totals \$21,630 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 2017 – 2018 Tuition Payment Preference Form**

Family Name \_\_\_\_\_ Student Name \_\_\_\_\_  
Address \_\_\_\_\_ City, State Zip \_\_\_\_\_

**PLEASE – Check Only One Option**

- \_\_\_\_\_ Option 1      Single Payment Due: Tuesday, August 1, 2017.
- \_\_\_\_\_ Option 2      Two-Payment Plan Due: Tuesday, August 1 and Tuesday, December 5, 2017.
- \_\_\_\_\_ Option 3      Monthly payment plan budgeted over 10 months beginning in August 2017. 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 as 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 2017-2018**  
**Mercy School For Special Learning**

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 as follows:

**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 **DONOT** wish to allow my child to be photographed, videotaped, or recorded **EXCEPT** for Mercy's annual Christmas Show

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Printed name of parent / guardian

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Signature of parent / guardian

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Address

-----  
Date

-----  
City / State / Zip

**TRANSPORTATION REQUEST: 2017 - 2018**

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.

Elizabeth Grys, Principal

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

**One Form must be completed for EACHCHILD  
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 for 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 (required)	_____	_____

## 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: 2017 – 2018**

**Due Date: April 13, 2017**  
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 for 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 packet.

Thank you!

Elizabeth Gryś  
Principal



**CERTIFICATE OF INDIVIDUAL REQUEST  
FOR LOAN OF  
TEXTBOOKS & INSTRUCTIONAL MATERIALS  
School Year: 2017-2018**

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 \_\_\_\_\_

## SCHOOL & GYM UNIFORMS: 2017 - 2018

Mercy School For Special Learning  
School Age Program

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

#### Girls Uniform

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

Maroon Wrap-Around Kilt or Khaki Skort (parental choice) for all girls should be purchased at Flynn & O'Hara OR Khaki slacks

White or burgundy socks or tights

#### Boys Uniform

Khaki Slacks

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

#### GIRLS & BOYS UNIFORMS

Burgundy sweaters are optional

**Please be mindful of only wearing the burgundy knit button shirts with the Mercy logo**- this 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 12, 2017 so that orders can arrive prior to the beginning of the school year. Uniforms should be available to pick up at school the week before school begins OR uniforms will be sent home with your child on the first day of school.

**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 Mercy 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 12, 2017.** Orders cannot be accepted without payment.

**Mercy 2017 - 2018 Gym Suit Order Form**

**Orders Due  
no later than:**

**Friday, May12, 2017**

**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	\$12.00			S	\$16.00	
Medium ( 10 - 12 )	M	\$12.00			M	\$16.00	
Large ( 14 - 16 )	L	\$13.00			L	\$17.00	
<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	\$13.00			S	\$18.00	
Medium ( 38 - 40 )	M	\$13.00			M	\$18.00	
Large ( 42 - 44 )	L	\$13.00			L	\$18.00	
X Large ( 46 - 48 )	XL	\$13.00			XL	\$18.00	
XX Large ( 50 - 52 )	XXL	\$16.00			XXL	\$20.00	

**MSLC Burgundy Knit Uniform Pullover Shirt**

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

<u>Adult</u>	<u>Size</u>	<u>Price</u>	<u># Ordered</u>
Small ( 34 - 36 )	S	\$14.00	
Medium ( 38 - 40 )	M	\$14.00	
Large ( 42 - 44 )	L	\$14.00	
X Large ( 46 - 48 )	XL	\$15.00	
XX Large ( 50 - 52 )	XXL	\$17.00	

**Total # Of Items Ordered**

**Total \$ Amount Enclosed**

**Student's Name**

**Room #**

# PARENT ALLIANCE

## FUNDRAISING RESPONSIBILITY AGREEMENT: 2017- 2018

**Due Date: April 13, 2017**

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 \$950 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 parents 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 2017-2018 school year will be \$950**, 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 \_\_\_\_\_



