

School Year 2012-2013

Dear Parents / Guardians,

In planning for the 2012 – 2013 school year, we hope to count your child among those attending Mercy Special Learning Center in September. Tuition rates for the 2012 – 2013 school year are as follows:

Catholic Tuition:	first child - \$2,950 any other child - \$1,475
Non-Catholic Tuition:	first child - \$4,000 any other child - \$2,000
Registration Fee:	\$75
Mercy Parent Alliance Fee:	\$25
Total Due with Registration:	<u>\$100</u>

Please complete all relevant pages of this registration packet and return the appropriate forms and the registration fee to Mercy by Friday, April 27th. **If you are applying for any scholarship and very important ... an EPSF scholarship; I must have paperwork returned by Thursday, April 19th. I know the Diocesan papers for EPSF have the 27th on them** but since we are setting up for the Social that week I do not want there to be a chance of papers being misplaced. We are sorry that it is repetitive, requiring the completion of the same information every year; however – it is imperative that we have all information current and up to date. Should you have any questions or require additional information, please call our secretary, Sue Kustafik at (610) 797-8242 or myself. **PLEASE NOTE: Failure to fulfill your fundraising obligation will affect your opportunity to receive a scholarship.** Please read the Equitable Participation Form in this packet and follow the directions to insure that your child is scheduled for any therapy services he/she may be eligible to receive. Determination of any changes in classroom placement of students will be made over the summer when we have a clearer idea of enrollment. Thank you for your cooperation! We are looking forward to working with you and your child for the next school year!

Sincerely,

Bridget L. Muehlenkamp

Mrs. Bridget L. Muehlenkamp
Principal

School Age Students

2012-2013 Registration Packet

The following forms must be completed for each student:

- 1) Registration Form
- 2) Tuition Payment Preference Form
- 3) Parent Alliance Fundraising Responsibility Agreement
- 4) Certificate of Individual Request for Loan of Textbooks and Instructional Materials

If you wish to be considered for **ANY** type of Tuition Scholarship (example: CEO, EPSF, Galgon Family, etc.) you must have the following forms available for review (in addition to the forms named below): **2011 PA Income Tax Return**. These forms named here need only be completed if you are requesting the service / item:

- 1) Application for Tuition Assistance –
two pages plus a copy of your **2011 Federal Income Tax Return for Mercy scholarships**
- 2) Request for Transportation under Act 372
- 3) Gym Suit Order Form

We request that you return all pertinent, completed registration packets to Mercy, with your registration fee, no later than Friday, April 27th. However, if you are applying for any scholarship and very important ... an EPSF scholarship; I must have scholarship paperwork returned by Thursday, April 19th.

If your registration packet and fee have not been received by Friday, April 27th we will presume that your child is not planning to attend Mercy in September 2011. We are receiving inquiries for next school year and are developing a waiting list for students seeking to enroll. Please feel free to call me and discuss any concerns you might have with regard to your child's registration for next year. If you are enrolling your child at Mercy for the 2012-2013 school year, please read the Equitable Participation Form in this packet and follow the directions to insure that your child is scheduled for any therapy services he/she may be eligible to receive.

Thank you for your cooperation in meeting our deadlines to enroll your child at Mercy for the 2012 – 2013 school year. Timely enrollment will permit us to plan for your child's individual needs within the classroom environment. Your cooperation is greatly appreciated.

Tuition Information

M S L C

2012 – 2013 School Term

In developing our budget for the upcoming school year, we recognize that tuition costs often impose a burden on the family budget and have kept those costs as near to last year's figure as possible. The average cost to educate one child amounts to \$25,000 per year. The balance of the funds needed come from a variety of sources within the funding of our budget.

Any family that is finding financial difficulty in meeting their tuition responsibility for their school age child is welcome to apply for Tuition Assistance Scholarship. Scholarships are awarded on a need basis as long as funds are available. Families receiving scholarships will be notified by Monday, June 4th.

Mercy tuition is paid using the First Star Savings Bank Program. Paperwork will be sent home once scholarship monies have been dispersed and any credits from Parent Alliance Fundraising has been applied. Should a problem arise in meeting your payments in a timely manner, **PLEASE CALL THE OFFICE PROMPTLY**, and we will work with you in any way possible.

M S L C 2012 – 2013 Tuition Payment Preference Form

Family Name _____ Student Name _____

Address _____ City, State Zip _____

PLEASE – Check Only One Option

- _____ Option 1 Single Payment due Wednesday, August 1, 2012.
If choosing this option and your payment is made by the date shown, you will receive a 2% Tuition discount off the amount due:
Catholic Tuition discount amount to be paid: \$2,891
Non-Catholic Tuition discount amount to be paid: \$3,920
If your payment is not received by August 22– a Tuition program application will be sent.
- _____ Option 2 Two-Payment Plan due Wednesday, August 1 and Monday, December 3, 2012.
If your payment is not received by August 22 – a Tuition Program application will be sent.
- _____ Option 3 First Star Savings Bank Tuition Program monthly payment plan.
Payments budgeted over 10 months beginning in September 2012. Payments to be withdrawn from your account on the 5th or 20th of each month according to your direction.

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

Parent's Signature

Date

MSLC School Uniform and Gym Uniform Information

2012 – 2013 School Term

Girls wear yellow or white oxford shirts, long sleeve burgundy knit shirts / burgundy knit pullover short sleeve **with Mercy logo only** white or burgundy socks or tights. Plaid jumper / plaid or burgundy skirts & navy blue skorts for all girls regardless of age and should be purchased at Flynn & O'Hara. Boys will continue to wear gray slacks, white or yellow oxford shirts or burgundy knit pullover shirt – **with Mercy logo only**. Burgundy sweaters are optional for both girls and boys. **Please be mindful of only wearing the burgundy knit shirts with the Mercy logo-** that is the school uniform!

The summer uniform does include gray 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.

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. Ordering by mid-July should allow time for you to receive your order. Later than that date and you might not have the uniforms in time for the beginning of school.

Burgundy knit shirts- short sleeve - with Mercy's logo may be ordered on the same form as the gym suits.
LONG SLEEVE BURGUNDY KNIT SHIRTS w/ MERCY'S LOGO ARE AVAILABLE AT FLYNN & O'HARA.

2012 – 2013 School Year
Mercy Special Learning Center

GYM SUIT & BURGUNDY UNIFORM SHIRT ORDER FORM

The official school gym suit is a burgundy Mercy Mustang T- Shirt*, a burgundy MSLC Sweatshirt* and black or gray sweatpants or **conservative** black or gray 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 in to 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 no later than Tuesday, May 8th with payment.** Orders will not be accepted without payment.

**The order form for both the gym suit t-shirt and sweatshirt
and the burgundy knit uniform shirt can be found on the next page!**

MSLC 2011 - 2012 Gym Suit Order Form

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	\$9.00			S	\$14.00	
Medium (10 - 12)	M	\$9.00			M	\$14.00	
Large (14 - 16)	L	\$10.00			L	\$15.00	

<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	\$10.00			S	\$16.00	
Medium (38 - 40)	M	\$10.00			M	\$16.00	
Large (42 - 44)	L	\$10.00			L	\$16.00	
X Large (46 - 48)	XL	\$11.00			XL	\$16.00	
XX Large (50 - 52)	XXL	\$12.00			XXL	\$17.00	

MSLC Burgundy Knit Uniform Pullover Shirt

<u>Youth</u>	<u>Size</u>	<u>Price</u>	<u># Ordered</u>
Small (6 - 8)	S	\$9.00	
Medium (10 - 12)	M	\$9.00	
Large (14 - 16)	L	\$9.00	

<u>Adult</u>	<u>Size</u>	<u>Price</u>	<u># Ordered</u>
Small (34 - 36)	S	\$11.00	
Medium (38 - 40)	M	\$11.00	
Large (42 - 44)	L	\$11.00	
X Large (46 - 48)	XL	\$12.00	
XX Large (50 - 52)	XXL	\$13.00	

Total # Of Items Ordered

Total \$ Amount Enclosed

Student's Name

Room #

Student's Name _____ Amount of tuition required before scholarship _____

List all Household Members:

	Name	Age	Social Security Number	Monthly Wages (Gross)	Monthly Welfare/Support	Monthly Pension/Retirement/Alimony
1						
2						
3						
4						
5						
6						
7						

In order to be considered for a scholarship, please attach the following to your application:

A copy of your 2011 Federal Income Tax 1040 or 1040A

All documentation must be submitted to Mercy by Thursday, April 19, 2012.

Scholarship awards will be announced by Monday, June 4, 2012.

PLEASE NOTE: Failure to fulfill your fundraising obligation will affect your chances for a scholarship.

Total Monthly Income _____

Approximate value of Assets, excluding primary residence (for example: property, timeshares, etc.) _____

Other children attending Catholic School and / or college (please list child, age & name of school)

I desire my child to attend Mercy for the following reason(s) *

Parent / Guardian Signature: _____

*** This statement must be filled in to complete the application process!**

Mercy Special Learning Center

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

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**CERTIFICATE OF INDIVIDUAL REQUEST  
FOR LOAN OF  
TEXTBOOKS & INSTRUCTIONAL MATERIALS  
School Year 2012-2013**

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

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 \_\_\_\_\_

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*

**REQUEST FOR TRANSPORTATION UNDER ACT 372**

(please -- complete a separate form for each child needing bus transportation)

Name of child \_\_\_\_\_ Date of Birth \_\_\_\_\_

Grade Entering ungraded

**Address** (if rural address, indicate specific location)

\_\_\_\_\_  
\_\_\_\_\_

Name of non-public School attending in September 2012: **Mercy Special Learning Center**

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

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

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

Parent(s) Name \_\_\_\_\_

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

Home Phone # \_\_\_\_\_

Emergency Contact Names & Phone Numbers \_\_\_\_\_

\_\_\_\_\_

**School Age Students**

## Parent Alliance Fundraising Responsibility Agreement

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

I agree to fulfill my financial responsibility of fundraising on behalf of the Parent Alliance in the amount of \$700. This amount will reflect percentages of a fundraiser rather than a flat amount. *For example: sell \$500 worth of Corbi Pizza. Assuming Corbi Pizza 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 you prior to the end of the school year.

You have the option of paying a “buyout” to be exempt from having to participate in the fundraising. The buyout for the 2012-2013 school year will be \$700.

**Should you fail to meet your child’s complete fundraising obligation, it may adversely affect your child’s enrollment and/or scholarship opportunity at Mercy.**

The Parent Alliance is responsible for contributing \$40,000 to the school’s budget from their fundraising activities and events. **We can only achieve this amount with the required participation of all families.**

Because of past problems, **Mercy imposes a \$30 charge for any checks returned for insufficient funds.** We truly hope that we will not be forced to impose this fee and should a problem arise in meeting your payments in a timely manner, **PLEASE CALL THE OFFICE PROMPTLY.** We will work with you in any way possible.

I understand and accept this responsibility.

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

Student’s name \_\_\_\_\_

Date \_\_\_\_\_

*Mercy Special Learning Center  
School Age Students*

## **EQUITABLE PARTICIPATION**

In order for a student attending Mercy Special Learning Center 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 Special Learning Center
- 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 Special Learning Center.
- For physical therapy services you must also have a current prescription from your child's physician.

**FOR SCHOOL USE ONLY**

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

Siblings attending Mercy \_\_\_\_\_

Scholarship Packet Includes:

Application \_\_\_\_\_ Copy of Tax Return \_\_\_\_\_

Scholarship Application Approved : \_\_\_ yes \_\_\_ no

Tuition amount before scholarship \$ \_\_\_\_\_

Scholarship awarded \$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_

Balance owed by parent \$ \_\_\_\_\_

Principal's Signature \_\_\_\_\_

2012 -2013 School Year