August 18, 2016

Dear Students, Parents/Guardians,

I hope everyone had a wonderful summer and is planning on returning to our Adult Social & Educational Program!

**Our first day of class will be Saturday, September 17th** beginning at 9:30 am and ending at 3:00 pm. We will go until Saturday, May 20th. We will be off 4 days (unless we have snow days) – Nov. 26 (Thanksgiving); Dec. 24 & 31 (Christmas & New Year’s); & April 15 (Easter).

As usual, we will start the year off by visiting the Tremont Arts & Cultural Festival in Lincoln Park on Sept. 17th. Students can either bring their lunch that first day or bring $10 for lunch at the festival and additional money if you plan on shopping!

Your registration material for the 2016/17 school year is enclosed. Please look at the checklist & make sure you have completed all forms before returning them to:

Catholic Charities Disability Services  
7911 Detroit Ave.  
Cleveland, OH  44102

Or if you would prefer, you can bring your completed forms on the first day of classes, along with your $60 materials fee and any outstanding balance. I have also enclosed invoices for the 2015/16 school year if you have a balance due. **Credit Card payments are now available – call or email for details.**

Our teachers will have overall class goals for each of the groups. If there is something specific you would like your son/daughter/family member to work on, please discuss this with the teachers or call/email me. Or you can discuss with the teachers directly when you drop off or pick up on that first day.

We are happy all three of our teachers are returning this year! We will continue to bring in speakers, have different afternoon activities, community field trips and the wonderful art projects!! We are excited for another year! The Saturday program has a great history of providing educational and social opportunities and we want to continue to build on this foundation!

Please contact me at 216-334-2963 or email me at mjscott@ccdocle.org with any questions or concerns. And we will see you on September 17!

Thank You,

Marilyn Scott  
Program Director

Cc Dennis McNulty, Director
# Adult Social & Educational Program
## 2016-17 Calendar & Contact Information

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<th>September</th>
<th>October</th>
<th>November</th>
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<tr>
<td>17&lt;sup&gt;th&lt;/sup&gt; – First Day!! Welcome Back! Tremont Arts &amp; Cultural Festival</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; - School Walk of Hope!</td>
<td>5&lt;sup&gt;th&lt;/sup&gt; - School</td>
<td>3&lt;sup&gt;rd&lt;/sup&gt; - School Journey to Bethlehem ~ Families/Friends are invited!</td>
<td>7&lt;sup&gt;th&lt;/sup&gt; – School</td>
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<td>15&lt;sup&gt;th&lt;/sup&gt; - School</td>
<td>19&lt;sup&gt;th&lt;/sup&gt; - School Thanksgiving Feast Families/Friends are Invited!! Early Dismissal at 1:00pm</td>
<td>17&lt;sup&gt;th&lt;/sup&gt; - School Christmas Party - Early Dismissal at 2:00pm</td>
<td>21&lt;sup&gt;st&lt;/sup&gt; – School</td>
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<td>22&lt;sup&gt;nd&lt;/sup&gt; – School</td>
<td>26&lt;sup&gt;th&lt;/sup&gt; - NO SCHOOL Thanksgiving Break</td>
<td>24&lt;sup&gt;th&lt;/sup&gt; - NO SCHOOL Merry Christmas!</td>
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<td>29&lt;sup&gt;th&lt;/sup&gt; – School (Halloween!!)</td>
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<td>18&lt;sup&gt;th&lt;/sup&gt; – School</td>
<td>15&lt;sup&gt;th&lt;/sup&gt; – NO SCHOOL Happy Easter</td>
<td>20&lt;sup&gt;th&lt;/sup&gt; – School Last Day - Early Dismissal at 12:00</td>
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**Contact Information**

Main Office ~ main contact; where you send tuition payments; other information
Catholic Charities Disability Services
7911 Detroit Ave.
Cleveland, OH 44102

Marilyn Scott, Program Director - 216-334-2963; mjscott@ccdocle.org
Dennis McNulty, Director - 216-334-2962; dmcnulty@ccdocle.org
Fax - 216-334-2905

Adult Social & Educational Program is held at:
OLA/St. Joseph Center
2346 W. 14<sup>th</sup> St.
Cleveland, OH 44113

216-621-3460
*(only use this number on Saturdays 9-3 / You may have to let it ring until we hear it)*

Teachers are Gerry Kasper, Michelle Lunn and Mae Graves
1. **Admission Form** Only complete this form if:
   - You have a new address
   - You have other updated information
   - You are a new student

2. **Health History** - Answer all questions. As with all of these forms, this information is confidential.

3. **Physician's Request for the Administration of Medication by School Personnel** - Only complete if medication is taken during program hours and must be completed by the physician. It must also state when, during the day, the medicine is to be taken.

4. **Permission to Participate/Waiver of Liability & Release; Authorization for Medical and/or Emergency Treatment & Release; Authorization to Photograph & Release**
   The top two sections must be completed/signed. The bottom section (Photo/Video Release) should ONLY be completed if you authorize the participant to be photographed/videotaped.

5. **Demographics** - We are required to record the demographics of those we provide services for. Please complete this form – it will be kept confidential.

6. **Financial Assistance** - How will you be paying? You have a few options. Use this checklist to determine which is the right option for you?
   - Cuyahoga County Board of DD (CCBDD) - Call your Support Administrator
   - IO or Level 1 Waiver – Billing is under the certification area of “Community Respite”.
     Call your Support Administrator before classes begin and let them know that you would like Catholic Charities Corporation added to your ISP plan under “Community Respite”. Also have your SA call or email Marilyn for further details.
     Do not assume that we know you are receiving assistance from CCBDD – call us when you have confirmation of assistance so that we can adjust your balance. If you do not let us know, you will be responsible for the balance.
   - Catholic Charities - Limited financial assistance is available to those with the greatest need.
     Funds will be granted after other source(s) have been sought. Contact us for information.
   - Self Pay by Check or Credit Card – Checks payable to Disability Services; Credit Cards – call for information.

7. **Supplies** - The supplies listed below are encouraged for class each Saturday. Having these supplies weekly will help the student with organization of their assignments and information passed out in class. Many of the supplies can be found at Target, Drug Mart, Marc’s, Wal-Mart, Office Max.
   - 1 Bag – To carry supplies each week (no need to buy a new one if you had one last year)
   - 3 Two-Pocket Folders
   - 1 Calculator with basic functions – Should have the 4 basic functions
   - 2-3 Pencils with erasers
   - 2-3 Pens
   - Note pads or loose paper