



# Scottish RiteCare Early Language Program Handbook

## Table of Contents

<b>Mission Statement</b> .....	<b>1</b>
<b>Purpose and Objectives</b> .....	<b>2</b>
<b>School Organization Information</b> .....	<b>2</b>
Location .....	2
Staff.....	2
<b>Schedule</b> .....	<b>2</b>
<b>Parent’s Role, Rights, and Responsibilities</b> .....	<b>4</b>
<b>Children’s Rights and Responsibilities</b> .....	<b>4</b>
<b>Role of Staff</b> .....	<b>5</b>
<b>Policies and Procedures</b> .....	<b>5</b>
<b>General Information</b> .....	<b>7</b>



# Welcome to the Scottish RiteCare Early Language Program!

We are delighted to welcome new and returning families to the Scottish RiteCare Early Language Program (SRELP) this school year!

Please join me in setting high expectations for:

- Strong and regular communication
- Challenging and engaging learning for all children
- A place where you feel welcome and respected
- Leadership and guidance from our staff and me
- Most importantly, what your child can achieve this year

To best meet your child's needs we are committed to:

- Providing a safe and healthy environment
- Creating a nurturing, caring and respectful atmosphere
- Planning meaningful and motivating learning activities
- Encouraging independence and autonomy
- Staying informed about the latest issues affecting children and their development

Looking forward to a wonderful year!

Sincerely,

**Suzanne Dripps**  
Clinic Director  
Roy Eblen Speech and Hearing Clinic  
Scottish RiteCare Early Language Program

**The Iowa Scottish Rite Masonic Foundation**, in conjunction with the University of Northern Iowa (UNI) Roy Eblen Speech and Hearing Clinic (RESHC), offer an extended language clinic program for preschoolers with speech, language, and communication delays. The Scottish RiteCare Early Language Program was established in 2007 and is supported by a generous grant from the Scottish Rite Foundation. The grant helps provide an affordable, high quality, preschool type experience for children from all over the Cedar Valley area. Thank you Masons for helping better the lives of children and families with speech-language and communication challenges!

## **MISSION STATEMENT**

The mission of the Scottish RiteCare Early Language Program is to provide a language enriching environment paired with the teaching of basic preschool concepts by following the Iowa Core Curriculum for speech and language delayed children, as well as typically/normally developing children ages 3-5. We strive to provide a safe and developmentally appropriate environment for children to grow intellectually, socially, emotionally, and physically.

## **INCLUSION**

To the best of our ability, the preschool team will make every attempt to accommodate and educate children with special needs and students of any race, color, national and ethnic origin. We acknowledge that all children deserve the right to learn and explore.

## **PURPOSE AND OBJECTIVES**

The purpose of the SRELP is to provide a language-rich program which will enhance a child's learning experience in a caring environment which nurtures his/her needs.

The objectives of the SRELP include:

- Providing an enriched learning environment in which the above state purpose can be achieved.
- Providing a preschool program which nurtures all the child's needs (i.e., emotional, spiritual, intellectual, physical, and social) through a loving and caring approach.
- Providing an enhanced language environment for children with speech and language concerns or delays.

## **SCHOOL ORGANIZATION**

### **LOCATION**

Schindler Education Center (Room 115)

University of Northern Iowa, Cedar Falls, IA

- View Campus Map Here: <https://campusmap.uni.edu/>

### **STAFF**

#### *Clinic Director*

Suzanne Dripps, M.A., CCC-SLP ([suzanne.dripps@uni.edu](mailto:suzanne.dripps@uni.edu))

#### *Head Teacher*

Kathy Wood ([kathy.wood@uni.edu](mailto:kathy.wood@uni.edu))

#### *Clinical Supervisors:*

Morgen Clay, M.A., CCC-SLP ([Morgen.Clay@uni.edu](mailto:Morgen.Clay@uni.edu))

Tricia Frericks, M.A., CCC-SLP ([tricia.frericks@uni.edu](mailto:tricia.frericks@uni.edu))

Miriam "TD" Tully, M.A., CCC-SLP ([miriam.tully@uni.edu](mailto:miriam.tully@uni.edu))

#### *Graduate Student Clinicians:*

Department of Communication Sciences and Disorders, University of Northern Iowa

#### *Clinic Secretary*

Shawna Walton ([shawna.walton@uni.edu](mailto:shawna.walton@uni.edu))


## **SCHEDULE**

The SRELP runs in conjunction with the University of Northern Iowa's academic school year schedule. The fall semester generally starts in late August and runs to mid-December (depending on the academic calendar).

The spring semester typically begins in mid-to late January and runs until late April. An 8-week summer session is offered, depending on family interest. The summer session generally runs from early May to early July.

The SRELP is held four mornings per week, Monday through Thursday from 9-11:30 am. An afternoon session is available for pre-kindergarten aged children, running from 11:30 to 2:00, Monday through Thursday.

[Back to Top](#)



Individual speech-language treatment sessions are typically scheduled twice per week for each child. The treatment sessions are either before preschool starts from 8-8:50, or following preschool, from 11:30-12:20/2:00-2:50. Individual treatment sessions are scheduled either on Monday/Wednesday or Tuesday/Thursday, depending on family preference, when possible.

### **PARENT ROLE**

The strongest educational foundation that can be provided to children, is the support and concern of parents.

Parent/Teacher conferences will be scheduled during the school year. This is an opportunity for parents to become involved in your child's education and to gain knowledge about your child's progress. Preschool meetings also provide guidance and support for parents.

### **PARENTS' RIGHTS AND RESPONSIBILITIES**

#### Parents have the right:

- To know that their child is cared for in a safe, caring and supportive learning environment;
- To confer with the Teacher or Clinical Supervisor regarding any preschool classroom, speech/language progress, and/or social skill development concerns;
- To be notified if your child has serious misbehaviors and to meet with the Teacher in order to improve the situation;
- To be regularly informed about school activities including: field trips, classroom visitors or special events.

#### Parents have the responsibility:

- To pay fees timely (as explained in the Parent Handbook);
- To keep the child's records up-to-date; including medical and emergency contact information;
- To drop-off and pick-up their child on time (as explained in this Parent Handbook);
- To follow health policy (as explained in the Parent Handbook);
- To contact the school by 7:00 a.m. if their child will not be attending on a regularly scheduled day;
- To take note of any communications from the Teacher or Clinical Supervisor regarding their child's behavior, and to cooperate in any effort to bring about improvement in the situation;
- To communicate concerns about their child's speech/language or cognitive development;
- To attempt to attend scheduled parent meetings, parent orientation, and parent conferences;
- To volunteer as much as possible for school activities.

### **CHILDREN'S RIGHTS AND RESPONSIBILITIES**

#### Children have the right:

- To have a safe, supportive, and consistent learning environment;
- To use all the program equipment, materials, and facilities on an equal basis;
- To receive respectful treatment;

- To receive discipline that is fair and non-punitive;
- To receive nurturing care from teachers, supervisors, clinicians and volunteers.

#### Children have the responsibility:

- To accept guidance in their development;
- To respect all teacher/supervisor decisions;
- To respect the school rules that guide them while at school;
- To care for others and the environment respectfully;
- To follow daily classroom schedule or routines;
- To take care of personal belongings.

### **ROLE OF THE STAFF**

#### Role of the Preschool Teacher

The preschool teacher at the SRELP is responsible for providing the students with direct instruction in the area of content in which they specialize. The teacher is expected to use the approved curriculum to meet state objectives within that content area. The teacher is responsible for building relationships with parents of children which they serve. He/she will develop and modify lesson plans to meet the level of each student's educational needs.

#### Role of the Speech Language Pathologist (SLP)

The role of the SLP is to provide expertise and guidance in the areas of speech, language, and social pragmatics to the teacher, students, and families enrolled in the SRELP. The SLP integrates their expertise into co-teaching, alongside the preschool teacher. This type of instruction provides a learning environment that is speech and language enriched. The SLP will also provide guidance, supervision, and teaching moments to our student clinicians allowing them to learn and grow in their training to become speech language pathologists.

#### Role of the Student Clinicians/Volunteers

Student clinicians in the College of Communication Sciences and Disorders at UNI play an integral part of our preschool program. The student clinicians interact with the preschool students by implementing a variety of multi-modal learning, evidence based practice approaches, and techniques to learn basic preschool concepts, along with speech and language enrichment and development. Our class size of teacher/clinician to student ratio is high with an average of 2:1.

Student volunteers assist the preschool teacher with developing and making classroom materials, meal preparation, and assistance in the classroom setting.


### **POLICIES AND PROCEDURES**

#### Fees and Payment Policy

4 mornings (9:00am-11:30am) plus 2 individual therapy sessions per week: \$385.00 per semester

4 full days (9:00am-2:00pm) plus 2 individual therapy sessions per week: \$605.00 per semester

[Back to Top](#)



## Registration and Enrollment Enrollment Guidelines

All families interested in enrolling their child into the SRELP must complete the enrollment process. Completing the process does not automatically enroll the child.

This process includes:

- All children must complete a full diagnostic evaluation at the RESHC, unless otherwise determined by the Clinic Director. Children that do not qualify for speech services will be reviewed by the SRELP team and Clinic Director separately.
- If the child qualifies for speech services, then they must begin individual therapy sessions prior to enrollment at the preschool. (Amount of sessions to be completed prior to enrollment will be determined by the clinic director and preschool team).
- Parent and current RESHC speech therapist must fill out the preschool skills assessment checklist.
- After above steps are completed, the preschool team will meet to discuss enrollment eligibility of the child.
- If the child is accepted in the preschool, guardian/parent will meet with the preschool teacher and take a tour of the program.
- A trial acceptance program may be recommended which includes 2-4 weeks of attending the program to make sure the preschool setting can support the child's needs.

Every case will be reviewed on an individual basis by the preschool team. If the SRELP is unable to make reasonable accommodations to serve a child with special needs, the family will receive both verbal and written notification related to the attempts made on our part to serve the child. Recommendations and referrals will then be discussed to other agencies that might better serve your child's needs.

It is our policy that all children attending SRELP be fully potty trained to be considered ready for their experience in our program. This includes self-care skills that accompany using the bathroom, dressing and undressing, using the toilet, and wiping. This will enable your child to be more independent and allow him/her to gain more from his/her preschool experience. It also allows our staff to be more fully available and focus on all children to engage in the learning experiences in the classroom. Special accommodations may be considered on a case by case basis and decided on by the preschool team.

The preschool team does reserve the right to remove a child from the preschool setting if the student's needs cannot be met. We will provide parents a referral to outside resources who may be more qualified to provide appropriate support and services.

### Arrival and Dismissal

SRELP requests parents to comply with the rules for arrival and dismissal.

- Parents, Caregivers or Guardians must accompany their child into the building.
- Children should arrive for school at 8:50 am Mon-Thurs.

- If the child has individual therapy sessions prior to the start of preschool, parents or caregivers must accompany their child and arrive on time at 8:00 am.
- Parents must have current release forms for individuals that will be picking up children after school or individual speech therapy.
- A picture identification will be required from any person picking up a child who are unfamiliar to classroom teacher, clinicians or supervisors.

### Withdrawal/Dismissal from School

#### Absences

Parents are responsible for notifying the classroom teacher and individual clinician if your child be will absent. Parents may call the school or contact classroom teacher via email or phone.

If your child will not be attending individual speech therapy due to illness, scheduled appointment or vacation, please notify the Clinic by 7:30 am.

#### Health and Safety

If a child becomes ill while at school, parents or caregivers will be called to pick up the child. Current phone numbers must be provided in case of illness or emergency. Parents are required to pick up their child immediately if a child becomes ill at school.

All parents will be notified if there child are exposed to a contagious illness (pink eye, step, etc). In case of an accident, parents will be notified immediately. Teacher or SLP will administer first aid. Documentation of minor bumps, scratches or bruises will be noted on the accident report and completed by Teacher or SLP. Accident reports will be completed and signed by parents, as well. In serious cases, children will be taken to a local hospital for treatment.

If child's parents cannot be reached, individuals listed as emergency contacts will be notified.

#### Medication

SREL P must have written permission from a parent/caregiver for prescribed medications. Prescription drugs or topical ointments must be sent in the original prescription container. **No medication will be administered to a child unless a Medical Release form is signed by parent or guardian.** Medications will be administered by the classroom teacher.


### **GENERAL INFORMATION**

#### Preschool Communication

Yellow folders known as the "Yellow Pages" are used as a parent communication tool. Important information about your child's class such as newsletters, monthly calendar, snack rotation list, lunch menu, field trip notes etc. will be placed in this folder.

Each child must bring a back pack daily to house notes from school, change of clothes or show and tell items.

[Back to Top](#)



Parents may provide a communication notebook for teachers, SLPs, or clinicians to communicate about their child's day including; daily learning activities, individual speech therapy or compliance.

### Outdoor Play

The class routine for each day includes a large motor activity which may be planned outside, weather permitting. Outdoor play will not be allowed in rain or when temperatures (including wind chill) fall below 10 degrees. A weather watch chart is used to determine if the temperature is safe for outdoor play.

Every child should be properly dressed for the weather. In the winter, this should include snow pants, a hat that covers the ears, mittens, boots, shoes or rubber-soled slippers for classroom use. If it is too cold outside, we will utilize the gym for our large motor activities.

### Field Trips

Field trips are scheduled occasionally during the school year. Each trip is planned with small children in mind and every precaution is made to ensure the children's safety. When field trips are planned, parents are notified and a permission slip must be signed and/or fees paid before the child is allowed to participate. Parents are required to transport and encouraged to chaperon their children to/from outings. Teachers, UNI clinicians or classroom volunteers are not able to transport child according to UNI policy.

### Birthdays

Many children enjoy celebrating their birthday with their classroom friends. We want to make each birthday a special day for your child. We will celebrate their birthday with special birthday song, birthday award and bag. As a parent, you may wish to provide your child's favorite snack to share. Children who have summer birthdays will be given an opportunity to celebrate during the school year.

### Snacks

Children enrolled in preschool are given a mid-morning snack. Preschool snacks are provided by parents. A monthly snack calendar will be provided indicating the day each child has been selected to provide a snack to share. When your child provides snack, he/she will be hosting the snack table. Snack time is served family style. Family-style benefits children by developing fine motor skills, fostering socialization and allowing children to become independent. Snack rotation menus are posted outside the classroom and sent home monthly. If your child has food allergies, please inform the classroom teacher.

### Lunches

Children enrolled in the SRELP must bring a daily sack lunch. Our goal is to make meal time an opportunity to teach acceptable table manners and good eating habits. If a child forgets their sack lunch, the SRELP will provide a supplemental lunch (e.g. sandwich) no more than three times per semester. After the third time, the parents will be notified and a determination will be made regarding the child's continued enrollment in the afternoon program.



### Rest Time for Afternoon Preschoolers

Afternoon preschool children have a short 10-15 minute rest time after lunch. Parents are asked to provide a nap mat and blanket for their child. Nap mats and blankets will be kept at the preschool for daily use and sent home to be washed as needed.

### Holidays and Emergency Closing Days

SRELP will follow the UNI calendar for specified holidays including:

Labor Day	New Year's Day	July 4th
Thanksgiving Day	Memorial Day	
Christmas Day	Labor Day	

In the event of severe weather conditions (i.e., blizzards), parents will be contacted by the classroom teacher. Please watch KWWL for any school cancellation or delay information.

### Volunteers

Classroom volunteers are a very important part of our SRELP. Student volunteers/work study students work within the classroom on various projects, assisting classroom clinicians or the classroom teacher. Parent volunteers are always welcome too!

Open door policy - Parents are an important part of our preschool program too. We welcome parent involvement or visits to our classroom.

### Contributions

We are grateful for parent involvement with fundraising and donations. Throughout the school year, we may try to raise money for new classroom equipment. We appreciate all who participate in fundraising or contribute donations to help support our preschool.

### Discharge of Student

Discharge of a student will happen only after careful consideration and a confidential conference with the parent(s) and preschool staff.

Discharge may happen if, in the opinion of the staff:

- A child is not ready for the group experience or his/her needs are not best met in a group setting or at this preschool;
- Referral to other services or programs may better serve the needs of your child;
- Delinquent payments to the program;
- Safety concerns - teachers feel a threat to the other children or teachers from either the student, parents or a family member.

[Back to Top](#)