Our Lady of Perpetual Help
Preschool Program
Handbook

2026 - 2027

Preschool Director: Victoria Elizalde

Our Lady of Perpetual Help
Preschool Program

Listed below are the Preschool services for your children: ❖

Our Lady of Perpetual Help is a licensed Preschool Provider for children ages 3 years old to 5 years old.

- Our hours of operation are:
    - Monday - Thursday from 7:10 a.m. - 3:00 p.m.
    - Friday 7:10 a.m. - 1:00 p.m.
    - Morning Care 6:30 a.m. - 7:10 a.m.
    - Aftercare (Monday - Thursday) 3:15 - 5:30 p.m.
    - Aftercare (Friday) 1:15 - 5:30 p.m.
    - Refer to the school calendar for school days off.

Our Lady of Perpetual Help Preschool:

Address: 7521 N 57th Ave.
Glendale, AZ 85301
Phone number: 623-931-7288

The Our Lady of Perpetual Help Preschool Program is regulated by the:

Arizona Department of Health Services
150 North 18th Avenue, Suite 400
Phoenix, Arizona 85007
Phone number: 602-364-2539

ADMISSION POLICIES

In accordance with the policies of the Roman Catholic Church of Phoenix, Our Lady Of Perpetual Help Catholic School admits Catholic and non-Catholic students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities made available to all students.Priority for admission will be given to returning students first. Priority is then given to siblings of returning students, and then the registration process is opened to the general public. Registration for new families will be on a first-come, first-served basis and will continue until all classes are full. A waiting list may be maintained when a class maximum is reached. If we have no space available, we ask families if they would like for us to share their contact information with another preschool program. Applicants on the waitlist are determined by seat availability within each grade level. The waitlist remains active for the current school year. Waitlist applicants are encouraged to contact our office for the most current information. Once determined seats are available, applicants are reviewed by the principal. An eligible student may enter the program at any time during the school year if there is an opening.

TUITION:

Our rates are based on an annual fee of $7,500. Tuition may be paid in three different installment plans. Payment will be withdrawn on a date according to your FACTS account. Tuition will be the same whether or not your child attends class and regardless of the number of school days during the week. There are no refunds or credits for absences, illness, or when school is closed.

Fees:

Charges, fees, and payment requirements:

- A non-refundable registration fee of $150 is due at the time of registration.
- Tuition for the Full-Day Program (Monday - Friday) is $750 per month.

We do not offer make-up days for scheduled days off or sick days.

Parent Fundraising Obligations:

- Christmas Raffle
- Read-a-thon
- Candy bar sale (all families are required to sell 2 boxes)

Parent/Teacher Communication

- Conferences are offered twice yearly (Fall and Spring).
- Teachers are also available by appointment throughout the year.
- Daily communication is sent home in the student folder
- Weekly Newsletters sent out

Incidental Fees:

Bedding: one complimentary set of bedding will be provided for each child. Teachers will wash bedding weekly. If a child has an accident while napping, parents are responsible for taking wet sheets and blankets home to be washed. If bedding is not returned, the following fees will be assessed: $15 sheet and $10 blanket.

All Mornings should begin as follow:

- The sign-in/out book: is located just outside the classroom door. It is required by the Arizona Department of Health and Safety that any persons designated to sign your child in and out must write their first and last name and must be 16 years of age. By law preschool staff can ONLY release your child to persons that you have previously listed on the BLUE card.
- Once your child has been signed in and welcomed by the teacher, we kindly ask that parents say their goodbyes at the door and not enter the classroom. We've noticed that when parents linger, it can make the transition more difficult for preschoolers. A quick and confident goodbye helps your child start their day smoothly and with confidence.

Backpacks

Please send your child with a backpack. Inside the backpack should always contain: a school folder, water bottle and a ziploc bag with a change of clothing (shorts/pants, underwear, shirt, and socks. Please mark all personal items with the child's name. The folder will contain important information regarding classroom newsletters, announcements and notes from your child teacher. All water bottles must ONLY have water.

Bathroom Readiness

All students must be toilet-trained by the first day of school. This means that the child knows when he/she needs to use the toilet and can do so on his/her own. We realize there will be times when a child may need assistance in the bathroom, and the teacher and/or teacher aide will assist. Three fecal and/or urinating incidents is cause for disenrollment. Pull-up disposable pants are considered diapers and are not permitted, per the Department of Health Services licensing regulation #R9-505. We ask that you provide a spare set of clothes (labeled with your child's first and last names) at school, contained in a clear plastic bag, should a child need to change clothes due to being soiled (i.e., getting wet from the water table or wetting themselves). Failure to assure bathroom readiness, might result in a request to withdraw the student.

Attendance Requirements

- We understand that children do get sick and other situations may interfere with being able to attend school. However, students who are absent for 2 consecutive weeks or miss 18 days of school, may be removed from the preschool program.
- Class begins at 7:30 am, the door opens at 7:10 am. It is extremely important to be on time for class, to maintain a consistent routine for the start of the day. When a child is tardy, it disrupts instructional time for other children.

Uniform Requirements

- Preschool students are to wear a royal blue uniform t-shirt. These are purchased through our school office.
- All students are to wear uniforms (Girls: khaki skorts, Boys: khaki shorts or dress pants no cargo pants allowed).
- During winter months students are required to wear uniform sweatshirts, which may be purchased through the Anton store.
- **Students in preschool are to wear velcro shoes.**
- Athletic/tennis shoes must be worn and appropriate sized. Shoes should not have

lights, wheels or have any thick soles or heels, which are elevated. Tennis shoes must be black, white, or navy.

- Socks: solid white, or black only.
- Tights: solid navy or white only
- Jewelry: only one pair of post earrings for girls. No other jewelry, including necklaces and bracelets are allowed.

NOTE: No hair coloring, highlighting, shaved patterns, tattoos...real or pretend are permitted at OLPH. Boys should have a simple haircut. Hair is to be neatly combed and appropriately styled. Hair should be above the ears, eyebrows, and collar in length, and NOT distracting to the student or others. This applies all year round. Girls may use hair ties and clips, which keeps their hair out of their face. Girls may not wear nail polish or make-up during school hours.

Enrollment and Release Procedures:

- Parents must complete enrollment applications and demonstrate evidence of proper documentation for each student when appropriate.
- All students must be signed into the Preschool Program and signed out using the exact time, a blue pen, and full name each day by an adult.
- Students will only be released to an authorized adult(s) listed on the release portion of the Emergency Card (blue card).
- Custody documents must be on file at the facility and readily accessible when appropriate.
- All immunizations must be up-to-date and a copy of the immunization record must be kept in the office.
- Any student who does not have a complete application will not be eligible to attend the Our Lady of Perpetual Help Preschool Program.
- Any student who does not follow the procedures and policies of the Our Lady of Perpetual Help Preschool/School will not be eligible to continue services.
- Authorized parents or guardians may choose to disenroll their child at any time.

Pictures

The teacher will frequently take pictures of the children to display or use for a project. You are asked to sign a photo release for these photos. We will also have a photographer come to our school to take pictures of the children.

Preschool rules are as follows:

- Respect yourself, others, and property.
- Contribute to the learning environment.
- Follow classroom procedures.

Suspension and Withdrawal Policy

Every attempt will be made to work with students and families to resolve any behavioral issues. If behavioral issues are severe and interfere with the learning environment and/or safety of the children, intervention will be made by the principal, teacher and may also include Quality First coaches (with written consent).

Should the situation continue despite interventions, the parents may be asked to withdraw their child.

Discipline Definitions:

- Time-out consists of separation from peers and shall not exceed 3 minutes.
- Probation refers to the supervision and evaluation of the student's conduct for a specified period, at the end of which a determination is made concerning whether the student has corrected his/her misconduct.
- Suspension refers to the isolation of a student from some of all school activities.
- Required withdrawal (Expulsion) refers to the dismissal of a student from school.

Transportation:

- Our facility does not transport children.

Field Trips:

- We offer 1-2 field trips per year. We will need chaperones for the field trips. The preschool is closed on field trip days.
- When going on a field trip, there are specific procedures our staff will follow to ensure the safety of your child.
- A staff member shall verify the presence of each child and place a checkmark next to the child's name on the list for each child who is present at the following times:
    1. At the beginning of the field trip or when boarding the vehicle,
    2. Upon arrival at the destination and each hour while at the field trip destination,
    3. When preparing to leave or when boarding the vehicle to return to the facility, and
    4. When reentering the facility at the conclusion of the field trip.

- Here are all the items that will go with the preschool personnel.

    - A copy of the emergency card with an immunization record.
    - A copy of the written field trip plan.

- A list stating the name of each participating enrolled child; and sufficient water to meet the needs of each enrolled child participating in the field trip.
- Medications.
- Students who are participating in the field trip will wear in plain view a written identification stating the facilities name, address, and telephone number.
- The student will wear an out of view identification stating the child's name.

Participation and Responsibilities of Parents:

- Parents or adults listed on the Blue Card are responsible for signing in & out their child each day and to keep all information on the application current.
- Parents are required to volunteer their time at the school a minimum of 15 hours per semester which is equivalent to 30 hours per calendar year (per family).

A Day in the OLPH Preschool Program:

- We believe that children learn best through exploration and play-based activities.
- OLPH centers its activities around the HighScope Curriculum which is a balanced approach based on student initiated/driven learning environment, discovery, experience, problem-solving, and resolving conflict.
- Center activities include, but are not limited to:
    - Listening Center
    - Reading Center
    - Science and Exploration Center
    - Dramatic Play
    - Writing
    - Sensory
    - Block Area
    - Writing Center
    - Special classes include: P.E., Music, Art, and Library

Child Evaluations

- OLPH preschool staff use the 45 day screener as an evaluation tool. In addition to this we will ask parents to assist with evaluations in the home setting. We will provide families with the ASQ in August and in November. This helps assess the developmental needs of children in the areas of communication, gross motor skills,fine motor skills, problem solving and personal-social skills. If concerns arise through these evaluations the staff utilizes our Quality First mental health and inclusion coaches.

Wellness Policy:

- We are committed to providing a school environment that promotes and protects children's health, well-being and the ability to learn by supporting healthy eating and physical activities. Healthy eating patterns are essential for students to achieve their full academic potential, physical and mental growth and lifelong health and well-being.
- No Birthday treats/allowed. The teacher will do a special birthday acknowledgment of each child's birthday. They do get a free dress on their birthday!
- Breakfast/Lunch: Breakfast and Lunch are provided at no cost to the students. You may send your child with their lunch from home. Please be aware of balanced nutrition and choking hazards (hot dogs, grapes, etc.) when packing lunches from home. If parents are providing a home lunch, each lunchbox must follow the USDA Nutritional Guidelines.
- Each home lunch MUST consist of the following: Protein, dairy, vegetable, fruit and/or milk, juice, water.

Insurance information:

- The Our Lady of Perpetual Help Preschool Program is under the umbrella of the Catholic Mutual policy of the Diocese of Phoenix. Documentation of the liability insurance coverage is available for review on the facility premises.

Medication Procedures:

- Must have written permission from the parent in the school office.
- All medicine must be in original bottles or packaging w/dosage information attached.
- The health aide will record when medication is given.
- If any incidents occur with your child and they are sent to the nurse, the health aide will reach out to you to let you know what occurred.
- Medications will be taken on any field trips the preschoolers will take.

Accident Emergency Procedures:

- All of Our Lady of Perpetual Help Preschool staff are CPR and First Aid Certified.
- Teachers will stay with the injured child and contact the parent/guardian.
- An incident report will be completed if a serious accident occurs.
- Parents/Guardians will be notified by a phone call or in writing of any injury or illness.
- Any life threatening incident, parents and 911 will be called.

Notice of Inspection:

- Inspection reports are available upon request in the preschool classroom.

Pesticide Notification:

- R9-5-310. Pesticides A. A licensee shall make written pesticide information available to a parent, upon a parent's request, at least 48 hours before a pesticide application occurs on facility premises, containing: 1. The brand, concentration, rate of application, and any use restrictions required by the label of the herbicide or specific pesticide; 2. The date and time of the pesticide application; 3. The pesticide label and the material safety data sheet; and 4. The name and telephone number of the pesticide business licensee and the name of the licensed applicator. B. A licensee is exempt from the provisions in subsection (A), as prescribed by A.R.S. § 36-898(C).

Parent Access to the Facility:

- Parents are encouraged to volunteer. Please give the teacher 24 hour notice so they can plan things for you to do to support the program. Any volunteer will need to have a TB shot and an updated Fingerprint card if volunteering more than a few times a month and Safe Environment Training. Safe Environment Training must be completed two weeks prior to any field trip of school event.

Preschool Team:

- Principal Mrs. Brenda Castro
- Preschool Director Mrs. Victoria Elizalde
- Preschool-A Teacher Ms. Veronica Hernandez
- Preschool-B Teacher Ms. Monique Garcia
- Preschool-A Aid: Getsemani Rodriguez
- Preschool-B Aid: Elizabeth Vieyra

Medication Administration Packet

Authorization to Give Medicine
PAGE 1—TO BE COMPLETED BY PARENT/GUARDIAN

CHILD'S INFORMATION

_____ ____/____/____
Name of Facility/School Today's Date

_____ ____/____/____
Name of Child (First and Last) Date of Birth

Name of Medicine _____

Reason medicine is needed during school hours _____

Dose _____ Route _____

Time to give medicine _____

Additional instructions _____

Date to start medicine ____/____/____ Stop date ____/____/____

Known side effects of medicine _____

Plan of management of side effects _____

Child allergies _____

PRESCRIBER'S INFORMATION

_____
Prescribing Health Professional's Name

_____
Phone Number

PERMISSION TO GIVE MEDICINE

I hereby give permission for the facility/school to administer medicine as prescribed above. **I also give permission for the caregiver/teacher to contact the prescribing health professional about the administration of this medicine. I have administered at least one dose of medicine to my child without adverse effects.**

_____
Parent or Guardian Name (Print)

_____
Parent or Guardian Signature

_____
Address

_____
Home Phone Number Work Phone Number Cell Phone Number

Receiving Medication

PAGE 2—TO BE COMPLETED BY CAREGIVER/TEACHER

Name of child _____

Name of medicine _____

Date medicine was received _____/_____/_____

Safety Check

☐ 1. Child-resistant container.

☐ 2. Original prescription or manufacturer's label with the name and strength of the medicine.

☐ 3. Name of child on container is correct (first and last names).

☐ 4. Current date on prescription/expiration label covers period when medicine is to be given.

☐ 5. Name and phone number of licensed health care professional who ordered medicine is on container or on file.

☐ 6. Copy of Child Health Record is on file.

☐ 7. Instructions are clear for dose, route, and time to give medicine.

☐ 8. Instructions are clear for storage (eg, temperature) and medicine has been safely stored.

☐ 9. Child has had a previous trial dose.

Y ☐ N ☐ 10. Is this a controlled substance? If yes, special storage and log may be needed.

_____

Caregiver/Teacher Name (Print)

_____

Caregiver/Teacher Signature

Medication Log

PAGE 3—TO BE COMPLETED BY CAREGIVER/TEACHER

Name of child _____ Weight of child _____

	Monday	Tuesday	Wednesday	Thursday	Friday
Medicine					
Date	/ /	/ /	/ /	/ /	/ /
Actual time given	AM _____ PM _____	AM _____ PM _____	AM _____ PM _____	AM _____ PM _____	AM _____ PM _____
Dosage/amount					
Route					
Staff signature					

	Monday	Tuesday	Wednesday	Thursday	Friday
Medicine					
Date	/ /	/ /	/ /	/ /	/ /
Actual time given	AM _____ PM _____	AM _____ PM _____	AM _____ PM _____	AM _____ PM _____	AM _____ PM _____
Dosage/amount					
Route					
Staff signature					

Describe error/problem in detail in a Medical Incident Form. Observations can be noted here.

Date/time	Error/problem/reaction to medication	Action taken	Name of parent/guardian notified and time/date	Caregiver/teacher signature

RETURNED to parent/guardian	Date	Parent/guardian signature	Caregiver/teacher signature
	/ /		
DISPOSED of medicine	Date	Caregiver/teacher signature	Witness signature
	/ /		

Medication Incident Report

Date of report _____ School/center _____

Name of person completing this report _____

Signature of person completing this report _____

Child's name _____

Date of birth _____ Classroom/grade _____

Date incident occurred _____ Time noted _____

Person administering medication _____

Prescribing health care provider _____

Name of medication _____

Dose _____ Scheduled time _____

Describe the incident and how it occurred (wrong child, medication, dose, time, or route?)

_____

_____

_____

Action taken/intervention _____

Parent/guardian notified? Yes _____ No _____ Date _____ Time _____

Name of the parent/guardian that was notified _____

Follow-up and outcome _____

Administrator's signature _____

Adapted with permission from Healthy Child Care Colorado.

Preparing to Give Medication

This is a checklist to use at your child care facility/school to make sure that your program is ready to give medication.

1. Paperwork

- ☐ Parent authorization to give medications is signed.
- ☐ Health care professional authorization or instructions are on file.
- ☐ Child Health Record is on file.

2. Medication checked when received

- ☐ Properly labeled.
- ☐ Proper container.
- ☐ Stored correctly.
- ☐ Instructions are clear.
- ☐ Disposal plan is developed.

3. Administering medication

- ☐ Area is clean and quiet.
- ☐ Staff is trained.
- ☐ Hands are washed.
- ☐ The 5 rights are followed—right child, medication, dose, time, and route.
- ☐ Child is observed for side effects.

4. Documentation

- ☐ Medication log is completed fully and in ink.

Documents in Appendix AA adopted with permission from the NC Division of Child Development to the Department of Maternal and Child Health at the University of North Carolina at Chapel Hill, American Academy of Pediatrics, Connecticut Department of Public, Healthy Child Care Pennsylvania and Healthy Child Care Colorado, 2011.