



Walnut Woods

AT EAST UNION CHURCH

# Parent Handbook Summer 2025

[www.WalnutWoodsChildcare.com](http://www.WalnutWoodsChildcare.com)



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## **Welcome!**

Hello families, and congratulations in enrolling your child in an environment catered to their developmental needs. We work tirelessly to develop a program that entertains children while keeping learning at the forefront so familiar concepts are not lost over the summer months.

Here at Walnut Woods, your child will be introduced to familiar classroom concepts such as language arts, math, science, and much more! In addition to classroom concepts, your child will also develop every day skills such as cooking, fitness, and more!

Throughout this handbook, you will learn about Walnut Woods and some of our policies and procedures. In addition to this, staff will regularly communicate with you and your family. We look forward to building relationships that last well beyond this summer!

## **Mission Statement**

Our mission at Walnut Woods is to enhance the development of all children by providing quality care and enrichment in a diverse scope of skills. Since children learn to trust and gain confidence when their physical and emotional needs are met in a consistent, loving atmosphere, our goal is to help develop the whole child: spiritually, socially, emotionally, physically, and intellectually.



## Our Core Beliefs

- We believe that our staff is a strong group of counselors who facilitate the growth of children.
- We believe in developing partnerships with parents through open communication and mutual respect and trust.
- We believe in promoting the four aspects of respect: respect yourself, respect others, respect authority, and respect the facility.
- We believe in being family oriented, and meeting the diverse needs of all families.

## Walnut Woods History

Once upon a time, long-time church parishioner, Jack Baker, wanted to help ensure a bright future for East Union Presbyterian Church. He lovingly collected walnut seeds from Deer Lakes Park and planted them on the church property with the hope that they would grow and provide an income for the church, should it ever be in need. Thankfully, these trees have thrived, as has the church. We now enjoy the beauty of over 100 strong walnut trees and the thoughtful intention behind them. We approach childcare the same way, with the loving intent to help nurture and grow your children through well-researched, age-based stimulation and learning opportunities. We walk with you and your family every step of your journey as we prepare your child for school and beyond – all through a nurturing environment founded on the fruit of the spirit.



## What They Need to Bring

Your child will have a private space to secure all of their personal items. We recommend bringing a small bag daily with the following contents:

- A packed lunch
- A water bottle
- Sunscreen

Walnut Woods cannot be held responsible for lost or damaged items that children bring in.

## Prohibited Items

There are a handful of things your child cannot bring such as but not limited to:

- NO Chewing gum
- NO Open toe shoes (croc's are acceptable)
- NO Electronics

## Daily Schedule

Your child's day consists of 3 main sessions. In the morning, we will have a camp wide meeting and discuss important topics such as respect and self care. Afterwards, they will have a two hour academic enrichment session where they will enhance their reading, writing, and math skills. And lastly, are our specials. There will be two hour-long specials each day consisting of art, gym, cooking, & STEM.



## **Lunch & Snacks**

Each day, your child is expected to bring their own packed lunch. We will eat lunch around 12:00 each day and will have snack around 2:00 each day. Unlike lunch, snack is provided by Walnut Woods. If your child has an allergy or a diet limitation please inform staff.

## **Outside Learning**

Our campus is located on nearly 10 acres of greenery which gives your child plenty of room to grow through outdoor play. We will use this land to lead active learning games, STEM experiments, gym classes, and so much more!

## **Field Trips**

There are five weeks in which we will be going on field trips, and will be reminded about trips in advance.

Week 1: The Aviary

Week 3: Carnegie Science Center

Week 5: Museum of Illusions

Week 8: Heinz History Center

Week 10: Depreciation Lands Museum

The entire camp will be bussed to the determined site and we will eat lunch at the site. Brown paper bag lunches are required for field trip days.



## **The Learning Environment**

Your child will play an active role in not only their own development, but also the development of their peers. Our staff reinforces positive behavior and strives to make the 2 hours of academic time not feel like a boring classroom.

## **Academic Goals**

Although our camp isn't focused on introducing new academic concepts, we enrich previously learned skills to ensure that your child is set up for success the following school year!

## **Enrichment Programming**

In addition to our academic reinforcement, we plan to develop your child's general life skills as well by offering unique specials. We provide an art class, gym class, cooking class, music class, as well as a STEM class. The goal of these classes is to ensure proper development in a variety of skill sets and of course to have fun!





## **Open Door Policy**

Walnut Woods' doors are always open to parents listed on the registration form. If you would like to chat with administration or pick up your child early, you are more than welcome to do so. Communication with staff prior to your visit is encouraged.

Family members who are not on the registration form may only be allowed onto our campus with prior communication to staff. In addition, they must bring their government issued ID with them.

## **No Solicitation Policy**

For the safety of our campus this policy states that anyone other than a parent, or known relative with a government issued ID is prohibited from being on site.

## **Weekly Reminders**

In addition to verbal reminders at pick up/drop off by staff, all reminders will be communicated via email. These reminders will contain important information, reminders, as well as an inside look as to what's happening at camp.



## **Social Media**

Each child at Walnut Woods obtains their right to privacy. However, staff would love to share all of the great memories being made at camp by potentially posting them on social media. You can choose to exclude your child's face from social media posts and website use with our photo refusal form upon request.

## **Drop Off & Pick Up Procedure**

Drop off occurs each morning from 9:00am to 9:15am. We hope to make this process as seamless as possible so there is no need for you to get out of your vehicle. You can pull up to the Drop Off Table in front of Kennedy Hall where you will be greeted by a staff member to check in your child. We can not accept them prior to 9:00am.

Pickup is occurs in the Community Center at 4:00pm. Again, only those on the registration form may pick up your child, or a known relative with government issued ID. If you are late picking your child up, after 4:05pm, you will receive a \$1 fee for every minute you are late.

**Please review the Traffic Flow on the next page.**



## Traffic Pattern In Parking Lot

Enter by the playground, drop off at Kennedy Hall and follow the arrows around the building to exit on the Sanctuary side. **Please do not exit through the entrance.**





## **Become a Volunteer**

We would love to have you pop in for an opportunity to help our camp thrive. We offer one-time and recurring opportunities to volunteer. Inquire within.

## **BrightWheel**

Much of our communication, billing, and other clerical work will be done through BrightWheel. It is a software to help streamline all of it into one place. You can access your child's account on their website [www.MyBrightWheel.com](http://www.MyBrightWheel.com) as well as their app called *brightwheel: Child Care App*.

Paying through BrightWheel is the standard for all parents at Walnut Woods. If you have questions on how to add your payment credentials or other questions about BrightWheel, our staff is more than happy to help! You can also pay your balance by cash or check. Please contact administration if you choose to pay by cash or check to make arrangements.



## **Medication Policies & Procedures**

If your child has any form of medication or an inhaler, it is required that one is left on campus in its original packaging with the exact dosing listed on the medication for their safety. If medication is left on campus, there must also be instructions on how and when to administer it, which must be signed by your family doctor. Our Director and/or Counselor will either administer the medication or supervise the child. All medications are kept in a designated locked area.

## **Illness Policy**

Each morning we do a health screening to ensure that each camper is feeling well. This includes checking that each child has a temperature below 100°, as well as checking for flu like symptoms. If they aren't feeling up for camp, or if they get sent home early due to illness, they must stay home an additional 24 hours since the most recent fever, etc.

## **Incident Reports**

In the event that your child obtains an injury at camp, staff will take necessary first aid. After doing so, you will receive an email or call informing you about the incident, as well as an incident report which requires a parent signature upon pick up that day.



## **Sunscreen Policy**

Walnut Woods does not provide sunscreen. It is because of this that we encourage all children to bring their own sunscreen to camp.

## **Medical Emergencies**

In the event that a child experiences an injury that requires outside medical treatment, staff will either call 911 or the parent, depending on the severity of the injury. Due to this it is critical that you always update your phone number. If an ambulance is needed, an employee will ride with your child to the hospital, and stay until a parent arrives.

## **Child Protected Mandated Reporting**

The health and well being of the children is our top priority. Our staff is mandated to report any suspicious acts of abuse or neglect of a child to authorities.

## **Child Protection Policy**

Your child's safety and happiness are our top priority. We have a zero tolerance policy for any behaviors that will result in physical injury or harm of another child or employee. Prohibited behaviors are as follows, but not limited to hitting, spitting, and using objects as weapons towards another person. Your child will receive a warning for the first offense. The second offense will result in a day out of camp. A third occurrence will result in complete removal of our program.



## Registration Fee

After registering your child, you received a \$50 registration fee. The purpose of this fee is to reserve your child's spot for camp and to purchase their camp shirt. If you decide to withdrawal your child from Walnut Woods, this fee will not be refunded.

## Field Trip Fee

Walnut Woods charges a recurring \$15 fee for each of our five Friday field trips.

## Tuition Payment Schedule

All Early Registration payments are due by 02.02.2025 in order to receive early registration pricing. Tuition is due in the following increments:

- Tuition for June - must be paid in full by May 1, 2025
- Tuition for July - must be paid in full by June 1, 2025.
- Tuition for August - must be paid in full by July 1, 2025.

## Enrollment Withdrawal

If you decide you would like to withdraw your child from Walnut Woods, you may at anytime. Note, refunds are only given before 05/01/25. Withdrawal after that date will not receive a refund.

**Refunds regarding early registration discounts:** early registration discount refunds will be adjusted to reflect the amount of weeks in attendance. For example, if you register for all 10 weeks and then remove weeks, your refund will reflect the structure of the early registration discounts. The structure is as follows: Weeks 1-4 receive a 10% discount, Weeks 5-8 receive a 15% discount, and weeks 9-10 receive a 20% discount.



## **Attendance**

Children may miss as much time as they may need. However, each absence must be communicated with staff prior to the start of camp that day.

## **Forms**

Consent form need to be filled out annually. We request these are completed prior to your child's first day of camp. The forms can be found on our website and by using this link;  
<https://bit.ly/WalnutWoodsConsentForm>

## **Sibling Discount**

Thinking about sending multiple children to Walnut Woods? If so, we offer a 10% discount on their weekly rate. This is not in combination with the Early Registration Discount. Both children must be attending same week to recieve discount.

## **East Union Church Active Member**

Are you an active member of East Union Church? We offer a 10% discount to all members and waived registration fee. This is not in combination with the Early Registration Discount.





# Disclosures



## **Non-Discrimination In Services Policy Statement**

Admissions, the provisions of services, and referrals of clients shall be made without regard to race, color, religious creed, disability, ancestry, national origin, age, or sex.

Program services shall be made accessible to eligible persons with disabilities through the most practical and economically feasible methods available. These methods include but are not limited to, equipment redesign, provision of aides, and the use of alternative service delivery locations. Structural modifications shall be considered only as a last resort among available methods.

Any individual, client, patient, student, and guardian who believes that they have been discriminated against, may file a complaint of discrimination with:

Walnut Woods at East Union Church  
292 East Union Road  
Cheswick, PA, 15024

Office for Civil Rights U.S. Department of Health and Human Services  
Centralized Case Management Operations 200 Independence Avenue,  
S.W. Room 509F HHH Bldg Washington, D.C. 20201 Customer Response  
Center: (800) 368-1019 TDD: (800) 537-7697  
<https://www.hhs.gov/ocr/complaints> Email: [ocrmail@hhs.gov](mailto:ocrmail@hhs.gov)

Commonwealth of Pennsylvania Department of Human Services  
BEO/Office of Civil Rights Compliance Room 225, Health & Welfare  
Building P.O. Box 2675 Harrisburg, PA 17120 Inquiries: (717) 787-1127 Email:  
[RA-PWDHSCivilRights@pa.gov](mailto:RA-PWDHSCivilRights@pa.gov)





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