

Dear Parent/Guardian,

Huntsville Botanical Garden is thrilled that your child will be joining us for STEM Camp. Our camps are filled with exploration, experimentation, and most importantly, **fun!** Below are all of the details you need to know in preparation for your child's camp experience.

**\*\*Please Note:** All campers will need a new Emergency Contact Information form filled out and returned for 2024. Any forms turned in for 2023 will no longer be valid. You may download this camp form [here](#). This form must be received prior to or on the first day of camp.

Some camps will include a limited amount of food as part of our activities. Therefore, please make sure you note any allergies to food on the Emergency Contact Information form linked above and throughout this document.

### **Location/Check-In**

Camp will be held outdoors at the Grisham Pavilion, located west of the Propst Guest Center.

Camp begins at 9:00 a.m. with check-in starting at 8:30 a.m. at the Grisham Pavilion. If the location for drop-off or pick-up should change, you will be notified with instructions no later than 6:00 p.m. the night before. Morning Extended Care begins at 7:30 a.m. and is available at an additional cost per camper. Registration for Extended Care must be completed in advance.

### **Navigation Instructions to Check-In**

- Enter the Garden at the main entrance at 4747 Bob Wallace Ave. SW, Huntsville AL 35805.
- As you enter the main gate, follow all camp signage to direct you to check-In.
- Veer right at the roundabout to enter the Blue Parking Lot west of the Guest Center.
- Park closest to the Grisham Pavilion. Parents/guardians will be required to exit the vehicle for check-in and check-out each day.

### **Brighwheel App**

You will receive an email invitation for your scheduled STEM Camp from the Brighwheel mobile app. Through the app, our Education staff manages the camp roster and contacts you with important information. **If you already signed up with Brighwheel during previous camps, you will not need to sign up again.** The Brighwheel invitation will be sent out to you this week.

### **\*\*OPTIONAL\*\* Class Dojo App**

We will be using the Class Dojo app to share pictures and updates on activities throughout the day. It will be updated by staff with updates on activities throughout the day. **Any important communications**

**will come through the Brightwheel app only.** Login information for Class Dojo will be handed out at check-in on the first day of camp.

### **Arrival at Camp**

Garden Staff will use Brightwheel for check-in and check-out at camp. You will scan a QR code with your app, and then follow the instructions on your screen to complete check-in or check-out. Alternatively, an iPad will be at the check-in location so you can punch in your code. **The app or the 4-digit code will be required to check a child out at the end of the day.**

### **Lunch/Snack Procedures**

Parents/guardians will provide morning snacks, lunch, and afternoon snacks. Any lunches should be able to be outdoors and will remain with the camper. Refrigeration is not available. Campers will not be permitted to trade or share food.

### **Pick-Up/Check-Out**

Camp ends promptly at 4:00 p.m. each day. Parents/Guardians are asked to park in the Blue Parking Lot by the Grisham Pavilion. Again, you will scan the QR code for check-out using the Brightwheel app.

Afternoon Extended Care runs from 4:00 - 5:00 p.m., and is available at an additional cost per camper.

**Registration for both morning and afternoon Extended Care must be completed in advance. No payments or registrations for Extended Care will be accepted on-site at the Garden.**

**A parent or authorized individual must sign your child in and out of camp each day.** Please provide the names of the approved individuals who are allowed to pick up your child on the Emergency Contact Information form and add them to the Brightwheel app.

### **Inclement Weather Procedure**

Inclement weather may result in moving campers to an indoor location, such as the Nichols Arbor. If we experience severe weather, the Garden may be required to end camp early or completely cancel camp for the day. **We will notify you of any changes or cancellations through the Brightwheel app ASAP, ideally no later than 6:00 p.m. the night before.**

### **Emergency Forms/Brightwheel App Information**

Please complete and return the Emergency Contact Information form. Note any medical conditions (physical or developmental) that staff should be made aware of concerning your child. This information will also need to be added to the Brightwheel app for each child. You will also need to fill in and return the Acknowledgement statement, which will be emailed directly to you before camp begins. The immunization record included on the Emergency Contact Information form can be filled in, or you can provide

a copy of your child's blue card. Please email these completed forms to [education@hsvbg.org](mailto:education@hsvbg.org). We prefer to receive them electronically but will accept them printed on the morning of camp if needed. These forms will only need to be submitted once for 2024.

### What to Send with Your Camper

A camp t-shirt will be provided for each camper on the first day of camp. Please ensure that your child is appropriately dressed to spend the entire day outdoors with close-toed shoes. Parents/guardians are asked to provide the following for each camper:

- Personal hand sanitizer
- Hat(s)
- Spray sunscreen
- Bug spray
- Backpack
- Camera (optional)
- Refillable water bottles or 2-3 bottles of water per day

To truly immerse your child in our camp experience, we ask that the following be left at home:

- iPads
- Tablets
- Gaming systems
- Toys (e.g. stuffed animals or Legos)

**Cell phones are permitted as they allow your child to contact you.** Please make sure your child is aware that cell phones are to be used only for contacting parents/ guardians or taking photos of the Garden. Violation of this rule will result in phones being confiscated for the remainder of the day.

### Shoppe at the Garden

Campers will have the opportunity to visit the gift shop on Friday to purchase items that may extend the camper's experience at home. We suggest sending your camper with \$15-20 on this day only in a sealed envelope with their name on it.

**For additional information or questions, please contact us at (256) 830-4447 ext. 270 or [education@hsvbg.org](mailto:education@hsvbg.org).** We look forward to having your child join us for camp!

Warm Regards,

Huntsville Botanical Garden Education Team  
(256) 830-4447 ext. 270  
[education@hsvbg.org](mailto:education@hsvbg.org)