



## Youth Camp Procedures 2024

Dear Parent/Guardian,

The Huntsville Botanical Garden is thrilled that your child will be joining us for 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.

### **Location/Check-in:**

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

Camp begins at 9:00 am with check-in starting at 8:30 am 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 pm the night before. **Morning Extended Care begins at 7:30 am and is available at an additional cost per camper.**

- Enter the Garden at its main entrance, 4747 Bob Wallace Ave. SW, Huntsville AL
- As you enter the main gate follow all camp signage
- 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.

You will receive an email invitation the week before your scheduled STEM camp from the mobile app Brightwheel. Through the mobile app, our Education staff manages the camp roster, shares what is going on at camp throughout the day, and contacts you with important information. If you have already signed up with Brightwheel during previous camps, you will not need to sign up again.



### **Arrival at Camp:**

Garden Staff will be using 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. You will need to have the 4-digit code at check-in and check-out each day. Be sure to share the 4-digit Brightwheel code with any adults who have permission to pick-up your child.

### **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. **Please refrain from using glass containers in lunches.** Campers will not be permitted to trade or share food.

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

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

**Afternoon Extended Care is available until 5:00pm at an additional cost per camper.**

The Garden accepts payments for Morning and/or Afternoon Extended Care in advance online. **No payments or registrations will be accepted at the Garden.** To register, visit <https://hsvbg.org/camps/>

A parent, legal guardian, or authorized adult must check 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 attached PDF document and add them to the Brightwheel app. They will need to have the app on their phone or be provided with a 4-digit code to check campers in and out.

### **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 ASAP, but ideally no later than 6:00 p.m. the night before.**

**Emergency Forms/Brightwheel App Information:**

Please complete the attached fillable PDF Emergency Contact 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.

**This will only need to be done once for the entire year of 2024.**

**What to Send with your Camper:**

A camp T-shirt will be provided for each camper. Each age group will be designated a camp color. If possible either send your child in this shirt each day or a shirt of the same color. 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:

- Personal hand sanitizer
- Hat(s)
- Spray sunscreen
- Bug spray
- Backpack
- Camera (optional)
- Refillable water bottles or 2-3 bottles of water per day
- Change of clothes
- Water clothes, a towel, and water appropriate shoes for Friday's Water Play Day (weather permitting)

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, using apps such as iNaturalist or Merlin, or taking photos of the Garden.** Other uses such as gaming may 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 during the week to purchase items that may extend camper's experience at home. We suggest sending your camper \$15-\$20 on gift shop days. This usually falls on Thursdays, but the weeklycamp newsletter will include this information.

Please sign the attached page to acknowledge you have received and read this information in its entirety. For additional information or questions, please contact HBG Education Program Coordinator, Misty Hertzig at 256-830-4447 ext. 253 or [mhertzig@hsvbg.org](mailto:mhertzig@hsvbg.org).

We look forward to having your child join us for camp!

Warm regards,

Misty Hertzig  
*Education Program Coordinator*  
Office 256-830-4447 ext. 253  
Cell 256-278-5339  
[mhertzig@hsvbg.org](mailto:mhertzig@hsvbg.org)