

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 [Camper Registration and Release Form](#) submitted for calendar year 2025. This is a **NEW web form that replaces our old PDF/paper Emergency Contact Information Form. Last year's forms are no longer valid (**2024**). We would prefer for you to complete and submit this new form for your camper(s) **several days in advance** of their camp to keep the check-in line running smoothly. This form will only need to be submitted once for each camper for 2025. Here are some additional clarifications to help you complete this new form:

- Please note any **food allergies** as some of our camp activities may include food tastings.
- Please state any known **medical challenges or special needs** for your child. Also state any behavioral or developmental challenges your child experiences along with **tactics and/or methods that calm or assist your child.**
- **Immunization records are encouraged but not required** and can be listed in the **Additional Needs section** of this form. You can also email a copy of your camper's blue card/immunization record to stemcamps@hsvbg.org.

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.

Brightwheel App

Brightwheel is our main app for communication and camper check-in/check-out. You will receive an email invitation for your scheduled STEM Camp from the mobile app. Any **adults authorized** to pick up your child **must have the four-digit Brightwheel code**. Please be sure that you **add your emergency contact phone numbers** to your profile in Brightwheel so camp administrators can access your information on the go from the app and call you in the unlikely event of an emergency. **If you already signed up with Brightwheel during previous camps, you would not need to sign up again.**

****OPTIONAL** Class Dojo App**

We will be using the Class Dojo app to share pictures and updates on activities throughout the day as well as our camp newsletter. You will receive a separate email invitation to join the Class Dojo app. Login information for Class Dojo will also be provided at check-in on the first day of camp. If you mark "We DO NOT consent" on the Media Release section of the Camper Registration and Release Form, your child will not appear in pictures on Class Dojo. **Any important communications will come through the Brightwheel app only.**

Arrival at Camp

Garden Staff will use Brightwheel for check-in and check-out at camp. All parents/guardians will enter the four-digit Brightwheel code on an iPad. **This four-digit code is required to check-in or check-out a camper each day.** Once you have checked out your child, we ask that you do not linger around the Pavilion area. This is for the safety of all of our campers.

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 use the four-digit code for check-out on 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.**

What to Bring to Camp (Please Label Everything!)

Camp T-shirts will be provided for each camper during our week-long camps. We do not provide T-shirts for our single-day or mini-break camps. Please ensure that your child is appropriately dressed to spend the entire day outdoors with close-toed shoes. **Campers must have a reusable water bottle, morning snack, lunch and afternoon snack daily.** We recommend that parents also provide the following for each camper:

- Spray sunscreen
- Personal hand sanitizer
- Hat(s) and sunglasses
- Bug spray
- Backpack
- Full change of clothes (especially important for younger campers; must dress without assistance)
- Camera (optional) to photograph the Garden or projects (cannot photograph other children or Guides)

We cannot prevent loss or damage to items brought from home. To prevent children being upset over the loss of their treasures, we ask that the following items 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.

The Chrysalis

Campers will have the opportunity to visit the Garden's gift shop, The Chrysalis, towards the end of their camp week to purchase items that may extend the camper's experience at home. We suggest sending your camper with \$15-20 on this scheduled day only in a sealed envelope with their name on it. Communication about scheduled Gift Shop days will be sent via the Brightwheel app, and reminders will be given during camper check-in/check-out the day beforehand.



Please share this information with all parties who will be authorized to pick up your child from STEM Camp so all are informed of rules and regulations.

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

Warm Regards,
Huntsville Botanical Garden Education Team

