



***AT THE HISTORY MUSEUM ON THE SQUARE!***

## **2026 Summer Camp Handbook**

Thank you for registering your child for a History Museum on the Square Summer Camp experience. We are looking forward to a week full of learning, fun, and historic adventures with your child!

Included in this packet is:

- Registration Check-list
- Drop-off and Pick-up details
- Camp Information
- Camp Policy and Guidelines

Please contact us with any questions regarding summer camps at [info@historymuseumonthesquare.org](mailto:info@historymuseumonthesquare.org) or call 417-831-1976.

# Registration Checklist

- Purchase admission to the summer camp at <https://historymuseumonthesquare.org/product/summercamps/>
- Fill out Summer Camp Registration Form on website at [https://historymuseumonthesquare.org/camper\\_form/](https://historymuseumonthesquare.org/camper_form/)
- [Print, read, and sign Summer Camp Permission Form.](#) Submit to HMS prior-to or upon first drop-off.
- Read HMS Summer Camp Handbook

## Drop-Off and Pick-Up

- Drop-off and pick-up will take place at the History Museum's Education Center
  - Address: 202 E Olive Street, Springfield, MO 65806
  - Entrance door is located on Olive Street, just north of the museum and south of the downtown public parking lot. The building's front windows are decorated with cream, gold, and white designs.
  - Parking is north of the square on the corners of Olive and Booneville.
- Drop-off begins at 7:45 AM and will end promptly at 8:15 AM.
- Pick-up runs from 5:00-5:30 pm.
- Photo identification must be presented at the time of pick-up.
  - An adult must accompany your child to and from the classroom and sign the child in and out on our rosters.
  - Only those listed on the Pick-Up Authorization section of the form will be allowed to pick up your child from the program. Please have a photo identification handy. Anyone not recognized by the instructor will be asked for identification. This procedure is for the security and safety of your child.
- **Please call the museum (417) 831-1976 for any late arrivals.**
  - Children must be picked up at the appropriate pickup times. Any child picked up late will be charged \$5 for every 15 minutes late.
  - Children will not be allowed to return to the camp until ALL late fees are paid.

# General Camp Information

## Camp Schedule

- Summer camps run Monday-Friday
- Full-day camps run from 8am-5pm

## Bring to Camp

- Closed-toe shoes (no sandals) with socks.
- Healthy lunch (insulated bag with ice recommended)
- One healthy snack
- Refillable water bottle
- Weather appropriate clothing. (We will be going outside during the day and will spend time in the A/C, so a light jacket is recommended.)
- 30-50 SPF Sunscreen and sun protection.

## DO NOT Bring to Camp

- Glass containers or bottles
- Knives, guns, other weapons (toys resembling those items)
- Personal items

# Camp Policy and Guidelines

## Contact Information

- History Museum on the Square Front Desk: (417) 831-1976
- History Museum email for general inquiries: [info@historymuseumonthesquare.org](mailto:info@historymuseumonthesquare.org)
- Jill Hodge, Education Specialist (Camp Leader)
  - Email: [jill@historymuseumonthesquare.org](mailto:jill@historymuseumonthesquare.org)
- Al Thompson, Education Coordinator (Scheduling and Admin)
  - Email: [al@historymuseumonthesquare.org](mailto:al@historymuseumonthesquare.org)
- Whitney Mosley, Education Manager (Manager)
  - Email: [whitney@historymuseumonthesquare.org](mailto:whitney@historymuseumonthesquare.org)

## Cell Phones

Campers may have cell phones with them, but cell phones should be turned completely off during all activities. If a camper chooses to use their phone during class, they will be expected to loan their cell phone to camp staff for safekeeping during the rest of the day, to be returned when the camp day ends.

## Enrollment

- Campers can be enrolled into the appropriate summer camp online at <https://historymuseumonthesquare.org/product/2025camps/>
- All registration forms must be filled out no later than 5:00 pm the Monday before the week your child/children are scheduled to attend camp.

## **Cancellation**

- Cancellations must be made at least 7 days in advance of the program/class start date to receive a refund or credit (processing fees from original payment may be non-refundable). Cancellations made less than 7 days in advance will not receive a refund.
- No credits or refunds will be approved for absenteeism, suspension, or expulsion from the program.

## **Medical Authorization**

- If your child needs to be given medication (prescription or over the counter) while at camp, you must have a completed child registration form on file with necessary health information.
- All medications must be in the original, properly labeled container when sent to the program.

## **Sick Child**

- Please do not send a child that is sick to the camp with a fever or illness.
- If your child exhibits symptoms of illness or fever, you will be called to pick up the child/children.

## **Accessibility**

- If the camper requires any accommodations for participation, please notify HMS at least two weeks before the week the camper will attend.

## **Emergency Policy**

The History Museum on the Square is committed to the safety of your child/children and has emergency procedures in place in order to be prepared for unforeseen events. If you have questions, please contact the HMS Education Manager for more information.

In the event of an emergency, HMS will send out proper and timely notifications to parents/guardians. Following an emergency, reunification of parents/guardians will take place at a designated reunification area, either on-site at the museum or off-site depending on the emergency, that will be communicated to parents. All children must be signed out, following the same protocol as regular camp pick-up/check-out.

## **Behavior Management Policy**

Campers and staff follow the “Explorer’s Code” that is verbally announced every day before the start of camp.

## **EXPLORER'S CODE: Safety - Citizenship - Inspiration**

- SAFETY - Safety comes first in all we do! Safety for yourself, safety for others around you, and safety for the places and artifacts you come in contact with each day.
- CITIZENSHIP - Behave as a model citizen would! Be friendly and helpful, clean up after yourself, and show respect through your choices and actions.
- INSPIRATION - Look for inspiration in the activities we do, be inspired by the new things you learn, share that inspiration with others you meet along the way.
- A good explorer makes these ideas the cornerstone of their adventures!

Based on this code, students will be expected to:

- Be Safe
  - Listen to the rules the FIRST TIME.
  - Use exhibits and props safely and appropriately.
  - Always stay with the camp counselor.
- Be Respectful
  - Treat others with kindness and respect, with their words and actions.
  - Treat exhibits and props with care.
  - Take turns, share, and clean up before they move on.
- Learn and Have Fun!
  - Participate in all activities with positive attitudes and to the best of their abilities
  - Get curious! Ask questions and gain knowledge taught throughout the week.
  - Enjoy their time exploring history!

## **Discipline Guidelines**

- Zero Tolerance Bullying Policy - Any form of bullying, physical or verbal, will not be tolerated. Any child not following this rule will result in a phone call to the parent/guardian and will be asked to pick up the child.
  - Depending on how severe the bullying, the consequence may result in the following:
    - 1-day suspension
    - Expulsion from the rest of camp
- Children are expected to display satisfactory behavior while at camp. If behavior problems arise, the camper's behavior will be documented, and parents notified. If the problems are persistent or severe, the child will be suspended or expelled from the camp.
- Depending on the severity of the incident or number of occurrences, EACH documentation can include any or all the following:
  - Verbal Warning
  - Safe Spot (time away from activity/group)
  - Visit with the Supervisor
  - Suspended for X amount of days
  - Expulsion from camp
- NO refunds due to suspension or expulsion for the current week will be approved.

## **History Museum on the Square's Commitment to Parents/Guardians**

- Children are cared for in a safe, supportive environment.
- Parents/Guardians are welcome to inquire with the HMS Education Manager about concerns related to their child.
- Parents/Guardians will be informed directly about any issues with behavior from their child and can speak with the staff directly involved with the issue. If results are not agreed upon, the HMS Education Manager will be welcome to be a part of the discussion and corrective behavior actions.
- Parents/Guardians will be regularly informed of activities.
- Parents/Guardians will be given opportunities to provide input about the program.

## **History Museum on the Square's Expectations of Parents/Guardians**

- Communicate with staff respectfully.
- Support staff with discipline situations.
- Follow all policies outlined in this Handbook.
- Notify the HMS Education Manager of any changes with the child's records.
- Sign child/children in and out daily, with proof of driver's license

*I have read and received the policies of the History Museum on the Square 2025 Summer Camp Handbook. I understand and agree to follow this policy. Failure to follow these policies may result in the termination of child care program services.*