Auburn University

College of Education

Elementary Education

Project S.W.A.R

Summer Camp



Parent and Student Handbook

Summer 2025

Welcome Letter

**Hello and Welcome to the 2025 Elementary Education Project SWAR!!** ​We are so excited you will be joining us for an engaging and adventurous summer camp experience! We are going to be having a great time as we learn about ​**the cultural arts of Alabama and cartography** during our ​ **enriched summer camp**​.

Our skilled pre-service teachers along with university faculty and staff are looking forward to meeting the campers, and teaching them about ​social studies, writing, art, and reading through project-based instruction. Campers will also be learning how to research as they build their knowledge in the various topics covered in the camp. We are pretty sure lasting friendships will also be made!

Enclosed in this handbook, you will find information about the policies and procedures regarding the camp. ​**Please be sure to read the handbook thoroughly.** ​We are available to answer any questions you might have through email, or the numbers listed below:

Dr. Martina McGhee, Camp Director mpm0060@auburn.edu

(334) 844-6791

Dr. Sara Demoiny
sbd0026@auburn.edu

Sincerely,

Dr. Martina McGhee, Camp Director

Dr. Sara Demoiny, Social Studies

Dr. Amy Fitchett, Language Arts

Dr. Victoria Cardullo, Language and Literacy

Dr. Octavia Tripp, Classroom Management

Camp Sessions

Each week of camp is set up around a different theme so that our campers will learn through an interdisciplinary approach to engage students in authentic, meaningful learning environments.

Week 1: June 23-27 | Cultural Arts of Alabama

Week 1 will focus on the theme of Alabama Cultural Arts where campers will learn about the historic cultural art of southern pottery, Muscogee Creek pine needle basket-weaving, and Gee’s Bend quilts. We will partner with the Jule Collins Smith Art Museum where students will take a field trip to learn about cultural art and view various art objects in their collection connected to the week’s theme.

Week 2: July 14-18 | **X** Marks the Spot! Making Maps of Our Spaces

Week 2 will focus on cartography, and campers will create 3D community maps and topographic maps of Alabama. During each week, students will research their topics and produce authentic writing products connected to the art and maps they create during camp.

Camp Details & Policies

**Dates & Times**

Week 1: June 23-27

Week 2: July 14-18

Monday- Friday

8:00 am -12:00 pm

**Location**

Auburn University | Haley Center |2nd Floor

Haley Center Classrooms on Auburn University’s Campus with possible field trips to other buildings and spaces on Auburn’s campus within walking distance from the Haley Center

**Cost**

Registration Fee: $15 (Includes Camp T-shirt)

Tuition for ONE WEEK: $75

Tuition for TWO WEEKS: 150

as space is available

**Payment and Registration**

To register, go online to <http://Aub.ie/ProjectSWAR> and click on the link that says “Application”. Then you will complete the payment for “Payment (One Week)” or “Payment (Two Weeks)”. The full payment will be due at the time of reservation. The following forms will be submitted as part of the application:

Photo Release and Consent Form

Health Release Form

Technology Use Agreement

Indemnity and Hold Harmless Agreement

Survey on Qualtrics (click on link during registration to access)

**Refund Policy**

No refunds will be given unless there are extenuating circumstances, and this will be at the discretion of the summer camp director and faculty.

No refund will be made for absences, dismissals, or withdrawals before the end of the session.

**Privacy Policy**

We take your privacy seriously and will take all measures to protect your personal information. Any personal information received will only be used to complete your registration. We will not sell or redistribute your personal information to anyone.

**Camp Staff**

The camp staff is comprised of Auburn University College of Education Elementary Education preservice teachers. All are in training to become elementary school teachers and have experience working in the Lee County, Opelika, and/or Auburn City school systems. Each of our future teachers are passionate about working with children and are excited to make camp a great experience for your child!

The College of Education preservice teachers are supervised and assisted by faculty from the College of Education. Faculty will be present each day at camp. The camp director, Dr. Martina McGhee, manages medical and individual issues. She is the point of contact for parents regarding questions, concerns, and feedback about the camp.

Auburn University is committed to ensuring a safe and supportive environment exists for all staff, students and visitors to the campus and strives to conduct its operations and maintain its facilities in a manner consistent with its mission as a land grant institution with a tradition of service and access. ​For this reason, each member of our staff is required to complete Auburn University’s Minors on Campus training. Our students and faculty have also undergone background checks.

**Camp Schedule**

|  |  |
| --- | --- |
| 8:00am | Drop Off |
| 8:00- 8:25 | Academic Games |
| 8:25-10:30 | Project Based Learning |
| 10:30-10:45 | Bathroom Break and Snack |
| 10:45-11:30 | Project Based Learning |
| 11:30-11:45 | Closure & Cleanup |
| 11:50-12pm | Pick up  |

**Drop off/ Pick Up**

**In order to be admitted to the camp, all registration forms and documents must be submitted prior to the first day of camp.**​ Per Auburn University policies and regulations, we cannot admit any child to the camp if there are any incomplete or missing documents. Please be sure to print and mail the required paperwork to help make this first morning run smoothly.

**The required forms can be found at the end of this handbook and should be completed electronically at** [**ProjectSWAR**](https://education.auburn.edu/curriculum-and-teaching/academic-programs/elementary-education/project-swar.php)

Drop off and pick up will be at the intersection of the Thach and Haley Concourses (refer to the map on the last page). You may drop your child off between 7:55 and 8:05. ​**We are unable to accommodate early arrivals.**​ If you are dropping off after 8:05, you will need to find parking (please adhere to campus parking regulations) and walk your child to Haley Center 2414 and make sure a camp teacher or faculty member is aware of your child’s arrival. Camp teachers and faculty members will be wearing Project SWAR t-shirts to make them easily identifiable. ​**For safety reasons we ask that no child walks anywhere alone on campus**​. Pick up will be between 11:50 and 12:05. You will need to have your visor tag displayed to pick your child up. ​**If someone other than yourself will be picking up your child**​, they will need to have the visor tag in order to do so. Your child should also have a signed note from you, letting us know who will be picking up your child. Please contact the camp director, Dr. Martina McGhee, if there is anyone who is legally not allowed to pick up your child.

**Late Pick-Up Penalty**

Camp ends promptly at 12:00 noon each day. Carpool in the afternoons will be at the Quad Center from 11:55 – 12:05 PM. For children not picked up at this time, the following late policy will be in effect:

* At 12:15 parents will be charged $10 and will need to pick the student up in HC 2414.
* $10 is charged each additional 15 minutes.
* If a student is not picked up within an hour of camp ending, they may no longer attend camp, and a refund will not be provided.
* In addition, if a student’s guardian is late for pick up 3 times, the student may no longer attend camp, and a refund will not be provided.

**Absences**

If your child is not going to attend camp for the day, please report his/her absence by calling the camp director, Dr. Martina McGhee, at (334) 844-6791.

**Meals/Snacks**

Your child should eat breakfast before arriving. Children will be provided with a healthy, **peanut-free**​ ​snack. Students will have access to water via the water fountains located throughout Haley Center, but you are also welcome to send your child with a sturdy water bottle. Please do not send sports drinks, soda, tea, or anything other than water. Your child will need to eat lunch at home as we do not provide lunch during camp.

**Allergies**

*\*A notification will be sent out prior to camp acknowledging any food items that need to be avoided due to the food allergies of other students.*

Please be sure to note any food intolerances/allergies (gluten-free, lactose intolerant, nuts, etc.) on the Health Release Form you will turn in before the start of camp. We will use this information to send out any notices about what fellow campers need to avoid bringing for snack to ensure the safety of your camper.

**Medications** **and Emergencies**

In the event that your camper will need to take medication during their time at camp, please be advised that they will not be allowed to carry their medications with them. All medications will need to be given to the camp director​**, with specific instructions on when and how the medication should be given.**​ These medications will be kept in a secure location and will not be handled by anyone under 19 years of age.

**Attire**

The majority of the day will be spent in Haley Center; however, field trips may be taken out to the Green Space or to another building on campus. We encourage students to dress in clothing that will be comfortable whether they are inside or outside. This includes shoes, such as tennis shoes, that can be easily and safely worn when running. Please remember to dress your child appropriately for the summer conditions.

**Field Trips**

Any field trips that occur will be on campus and in walking distance from Haley Center. Your student may take a field trip outside or to another building on campus. The camp director will be able to always locate all campers.

**Behavior Expectations**

We are committed to providing a safe and welcoming environment for all of our students. To ensure the safety and comfort of all students we ask that all students abide by our behavior guidelines and expectations. This includes respectful treatment towards other campers, staff, volunteers, and property. ​**Providing a safe camp atmosphere is our primary concern**​. Camper behavior that does not meet our behavior expectations will be managed by staff in an age-appropriate manner. Serious and/or perpetual violations of our behavior expectations may result in a student leaving early - for the day, the week, or permanent removal from the summer camp program (without reimbursement). These behaviors could include:

* Hitting, kicking, spitting, biting, throwing objects, or any other kind of physical violence towards other campers, staff, volunteers, or property
* Use of foul, offensive, or disrespectful language or gestures towards other campers, staff, or volunteers
* Destructive or disrespectful use of campus property (littering or damaging equipment)
* Excessively disruptive behavior or failure to listen to rules and directions
All campers will be informed of the rules and expectations on the first day of camp and will be expected to act accordingly.

**Electronics**

Campers may bring a cell phone to camp ​**at their own risk**​. Phones and personal electronics are not part of our camp program and must remain off and stored during camp hours except with the permission of a staff member. There is no WIFI for campers on their personal devices. If you need to contact your camper feel free to call us at (334) 844-6791. However, iPads will be used regularly throughout the program for research and other camp related programs.

Required Forms

Before camp you will need to submit the following forms to the Camp Director, Dr. Martina McGhee

* Photo Release and Consent Form
* Health Release Form
* Technology Use Agreement
* Indemnity and Hold Harmless Agreement
* Online Survey

These forms will be found on the registration page for our camp which can be accessed through [ProjectSWAR](https://education.auburn.edu/curriculum-and-teaching/academic-programs/elementary-education/project-swar.php)​**.** They can also be found at the end of this handbook. **We will not be able to admit a camper to camp without these documents on file.**