



Capitoland Children's Center

Enrollment Form 2025-2026

Child's Name: _____

Home Address: _____ City: _____ Zip: _____

Father's Name: _____ Does the child live with him? ☐ yes ☐ no

Email: _____ Cell Phone: _____ Texts okay? ☐ yes ☐ no

Mother's Name: _____ Does the child live with her? ☐ yes ☐ no

Email: _____ Cell Phone: _____ Texts okay? ☐ yes ☐ no

School name: _____ District: _____ Grade: _____

Health Diagnoses: _____

Allergies: _____

Dietary restrictions: _____

Daily drop-off time (within 15 minutes): _____ Daily pick-up time (within 15 minutes): _____

Programs (indicate all that apply): _____ Start Date: _____

☐ Capitoland Christian School

☐ Daycare _____M _____T _____W _____TH _____F _____flex

☐ Kids' Club - Before School _____M _____T _____W _____TH _____F _____flex

☐ School Drop Off Time: _____ ☐ carseat ☐ booster ☐ none

☐ Kids' Club - After School _____M _____T _____W _____TH _____F _____flex

☐ School Pick Up Time: _____ ☐ carseat ☐ booster ☐ none

☐ Kids' Club – No School Days Only

☐ Kids' Club – 4K @ another school

☐ Transportation Details: _____

I have received and reviewed the 2025-2026 Capitoland Children's Center handbook. Initials: _____
I understand that a current and updated Child Health Report (signed by the doctor) and listing of immunizations (showing that your child is up-to-date on all recommended vaccines for his/her age level) from the Wisconsin Immunization Registry will be required two weeks before the requested start date. Initials: _____

I give my consent for emergency medical care or treatment to be used only if I cannot be reached immediately. Initials: _____

I give permission for Capitoland to use any pictures/videos taken of my child to be posted on social media and to be used for other materials, including newsletters, promotions, and internal celebrations. Such pictures/videos become the property of Capitoland. Initials: _____ ☐ declined

Parent Signature: _____ Date: _____

Parent Signature: _____ Date: _____

CAPITOLAND CHILDREN'S CENTER



FALL 2025 HANDBOOK

3651 Maple Grove Drive
Madison, WI 53719

6484 North Bird Street
Sun Prairie, WI 53590

www.capitoland.com

608-228-2022

@capitolandkids

WELCOME TO CAPITOLAND!

Thank you for choosing Capitoland! We're excited to partner with you through every stage of your child's growth, from first steps to growing independence, curiosity, and confidence. We're honored to walk alongside your family during these meaningful years and look forward to a fantastic year ahead.

Our team is committed to creating a safe, nurturing, and enriching environment where children can thrive academically, socially, emotionally, and spiritually.

This handbook is designed to give you a clear overview of how our program works, what to expect, and how we work together to support your child's success. Inside, you'll find everything from daily routines and classroom expectations to health policies, communication tools, and helpful resources.

We are a Christian center that accepts children regardless of race, color, national origin, sex, creed, political persuasion, ancestry, handicapping condition, or age (provided an opening is available in the appropriate age/developmental group).

GENERAL INFORMATION

HOURS OF OPERATION

Our Madison location is open Monday through Friday from 6:00 a.m. to 6:00 p.m., and our Sun Prairie location is open Monday through Friday from 7:30 a.m. to 5:30 p.m.

Our program year runs from September 1 through August 31 for daycare children, and from September 1 through the end of the school year for Kids' Club 2:52.

During enrollment, families are asked to provide a 15-minute drop-off and pick-up window to help us plan effectively for staffing, meals, and activities.

ENROLLMENT

Each summer, current families in good standing are invited to complete re-enrollment for the upcoming school year. All re-enrollment paperwork must be submitted in full no later than August 15.

For new families, enrollment paperwork is due at least two weeks prior to your child's first day. For returning families, all forms must be turned in at least two weeks before the start of the new school year.

The following documents are required:

- Enrollment or Re-enrollment Form
- Tuition Express Payment Information Form
- Child Health Report (must be dated within the past 12 months)
- Copy of your child's immunization record from the Wisconsin Immunization Registry
- Registration fee(s)
- First tuition payment
- School Emergency Plan form (if applicable)

The following items must be submitted on or before your child's first day:

- Under 2 Form (if child is under 2 years old)
- Monthly care schedule (if on a flexible schedule)

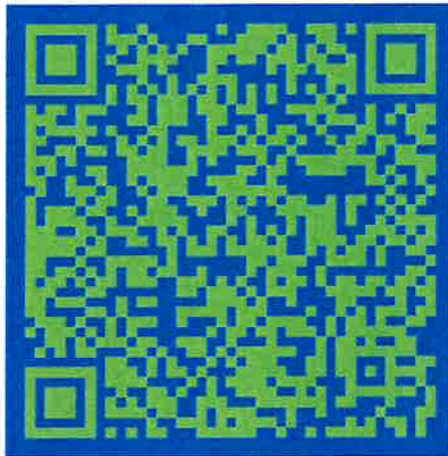
Important: All children must be up to date on the recommended immunizations for their age. Children will not be permitted to attend or stay without all required documentation and immunization records on file. Please notify the office promptly of any updates to your child's health, including allergies, medical conditions, or immunizations.

PARENTS' LANDING PAGE

Our Parents' Landing Page is your one-stop shop for nearly everything you'll need throughout the year. Use it to:

- Report an absence
- Sign up for a Kids' Club 2:52 No School Day
- Complete Under 2 forms
- Access daily and monthly sheets
- View the Family Handbook
- And much more!

Scan the QR code to bookmark the page and check back regularly for updates and resources.



POLICIES

CHRISTIAN VALUES & SPIRITUAL GROWTH

Capitoland is a non-denominational Christian church, school, and daycare, welcoming families of all spiritual backgrounds. Faith is gently woven into the day through experiences like:

- Prayer before meals.
- Bible stories.
- A weekly spiritual focus area based on the Bible.
- An annual Christmas program celebrating Jesus' birth.
- A Fall Festival celebrating God's bounty.

FAMILY ENGAGEMENT & COMMUNICATION

We believe strong partnerships with families enrich your child's experience. To keep families connected, we provide:

- Daily check-ins at drop-off and pick-up.
- Daily sheets for children under 2, noting bottles, naps, diapers, and moods.
- Text and phone updates during the day as needed.
- Whiteboard highlights outside classrooms outlining daily activities.
- Individual emails regarding personal, large group, and/or billing information.
- Bulletin board updates in classrooms and sanctuary.
- Center-wide newsletters and updates.

SAFETY & SECURITY

Facility Access & Visitor Policy

- Capitoland is a secured, locked building. Parents/guardians may purchase keycards for \$25 each for access during normal hours.
 - All other visitors must check in at the main office and show ID.
 - We have an open door policy for parent visits during the day; please check in at the office upon arrival.
- This policy is subject to change based on safety protocols.

Supervision Expectations

- Children must be under parent or guardian supervision before sign-in and after sign-out.
- Children may not go to another room or outside without adult supervision.

DROP-OFF & PICK-UP PROCEDURES

- All children must be signed in and out by a parent or legal guardian daily.
- If someone other than the usual parent/guardian will be dropping off or picking up, please notify the office via email in advance with the person's full name and when they are allowed to pick-up.
- Alternate pick-up persons must be 18 or older, show valid photo ID, check in with the office, and follow all Capitoland policies. We reserve the right to ask for valid photo ID for anyone in the building.
- If your child's schedule will vary (late arrival, early pick-up, absence, etc. due to car trouble, illness, doctor's appointment), please notify the office as soon as possible to aid planning.
- The latest pick-up time is five minutes before closing, allowing time to sign out, gather belongings, and connect briefly with staff.
- Late pick-ups may incur fees: \$25 for the first five minutes, plus \$1 per additional minute per child.

DRESS CODE

At Capitoland, appropriate dress fosters respect, discipline, and a positive learning environment. The dress code allows individuality while maintaining neatness, modesty, and school-appropriateness. Staff may request adjustments as necessary. Children should arrive dressed for the day.

General Guidelines

- Clothing should be neat, modest, and free of inappropriate or controversial graphics or language.
- Clothing with prints must be approved by the director; items promoting alcohol, tobacco, frightening imagery, or messages not glorifying God are prohibited.
- Clothes must be weather-appropriate for daily outdoor recess.
- Socks and closed-back shoes are required at all times.
- Excessive rips, tears, or holes in clothing are not allowed.
- Body piercings and extreme hairstyles are prohibited.
- Shirts with thin/spaghetti straps are not allowed.

Girls' Dress Code

- Tops: Dress shirts, collared polos, placket-front shirts, or crew neck shirts without characters/words.
- Bottoms: Dresses or skirts (hemlines at/below the knee) with leggings/shorts underneath, or pants without holes/excessive rips.
- Footwear: Dress or tennis shoes.

Boys' Dress Code

- Tops: Dress shirts, collared polos, placket-front shirts, or crew neck shirts without characters/words.
- Bottoms: Pants only, no holes or excessive rips.
- Footwear: Dress or tennis shoes.

TOYS & ELECTRONICS

- Toys and electronic devices from home are not permitted unless pre-approved by the director.
- Laptops, tablets, smartwatches, earbuds, and similar devices are not allowed during programming except in Kids' Club study pods when applicable.
- Devices brought to Capitoland must stay in backpacks during the day.
- Capitoland is not responsible for loss or damage of personal items.

HEALTH & WELLNESS

Health Information & Medical Needs

- Families must provide detailed health information on annual enrollment forms, including allergies, dietary restrictions, and medical or mental health diagnoses (e.g., asthma, ADHD, anxiety).
- For diagnosed allergies, a School Emergency Plan from a physician is required and kept accessible to

staff.

- Notify the director via email of any health changes during the year.

Illness Policy

- Children with fever (100°F+), vomiting, diarrhea, or other concerning symptoms will be sent home for 24 hours minimum. Specific return instructions will be on the return instructions.
- Parents must pick up children within one hour of notification.
- A doctor's note may be required for return.
- When necessary, ill children will be supervised separately to limit exposure.
- Policies follow CDC and state guidelines, with extra precautions at times.

Medications

- Medications are only administered with a signed authorization form on file (updated quarterly in September, December, March, and June).
- Prescription meds must be in original, labeled containers with instructions and physician info.
- Non-prescription meds require labeling and dosage instructions on the authorization form.
- No form is required for diaper creams or lotions if labeled with child's name and initial.

FOOD & NUTRITION

Food Policy

- Outside food is only allowed during designated meal or snack times.
- If needed before breakfast, parents may provide a dry snack to be eaten at a designated table before 7:30 am.
- Lunches from home may be stored in lockers or hooks.
- Class treats must be pre-approved by the director for allergy accommodations.

Meals & Snacks

- Healthy meals and snacks are prepared daily by our on-site chef and included in tuition.
- All meals include cow's milk.
- Allergy-friendly substitutions are made as documented with the office.
- Menus are shared monthly and may vary due to availability.
- Age-appropriate modifications are provided (e.g., shredded meat instead of a taco for younger children).

UNACCEPTABLE BEHAVIOR

At Capitoland, we strive to create a nurturing, safe, and respectful environment for all children. While we understand that children are still developing self-regulation and social skills, there are behaviors that require immediate attention to protect the safety and well-being of everyone in our care.

Parents may be contacted for early pick-up if a child:

- Hurts or attempts to hurt another child or staff member (e.g., hitting, biting, kicking, scratching).
- Intentionally damages property, equipment, or another person's belongings.
- Uses threatening, aggressive, or unsafe language or behavior.
- Repeatedly refuses to follow staff directions in a way that disrupts the learning environment.
- Shows blatant defiance or disrespect toward staff, including shouting, name-calling, or leaving assigned areas without permission.

Continuous disruptive or unsafe behavior may result in:

- Behavior reports and follow-up conferences with the family.
- A behavior support plan or specialized programming to help the child succeed.
- A temporary or permanent dismissal from programming if all reasonable strategies have been exhausted and the behavior continues to jeopardize the safety or well-being of the child, peers, or staff.

If damage to property occurs, families may be held responsible for the cost of repair or replacement.

Capitoland uses consistent, positive behavior strategies that prioritize clear expectations, relationship-building, and restorative communication. Our goal is always to partner with families to support each child's growth and success—while also ensuring a secure, loving environment for all children and staff.

FIELD TRIPS & SUPPLIES

- All field trips, wipes, and classroom supplies are covered by tuition.
- Transportation to outside programs is provided at no extra cost.

DAILY SCHEDULE

- Each classroom follows a consistent, age-appropriate schedule to build confidence and predictability.
- Children transition daycare classrooms after reaching developmental milestones, with parental involvement.

ATTENDANCE

To ensure proper staffing and maintain appropriate staff-to-child ratios, each enrolled child must follow a consistent and approved attendance schedule. Schedules are selected during enrollment and must be followed regularly. Any changes are subject to availability and administrative approval.

Requests for added days or schedule changes may be made on a case-by-case basis, provided your account is current with no outstanding balance and there is room/staff availability. Approved changes will be processed and billed immediately.

SCHEDULING OPTIONS

- Full-Time: Monday through Friday with consistent drop-off and pick-up times each day.
- Part-Time: A consistent set of days each week (e.g., Mondays and Thursdays) with the same times each day.
- Flexible Scheduling: Available on a limited basis and requires approval. Families must:
 - Email schedules (including specific dates and times) at least four weeks in advance.
 - Pay a \$100 annual flexible scheduling fee for the school year.

Flexible scheduling is not available during Camp Capitoland. There is no minimum number of days required to keep flexible enrollment active. Once you submit dates and times, you will be billed regardless of attendance; there is no changing or cancelling.

LEAVE OF ABSENCE

If you need to take a leave of absence lasting three to twelve weeks, a prorated holding fee of \$20 per day is required in place of your regular weekly tuition or vacation fees. This fee guarantees your child's spot will be held for up to twelve weeks. To request a leave of absence, please submit an email at least three weeks in advance and receive approval from the administrator. Note: This policy does not apply to families enrolled under flexible scheduling.

CHANGE OF SCHEDULE & WITHDRAWAL

A written or emailed notice must be submitted at least three weeks before any schedule change or withdrawal. Your child's last day or the effective date of the schedule change will be exactly three weeks from when Capitoland receives your notice. Schedule changes are subject to availability. If withdrawal or a schedule change notice is given less than three weeks before the change, you will be charged normal tuition for the full three-week period. Each family is allowed only two schedule changes per school year. Vacation credits cannot be applied during this three-week notice period.

HOLIDAYS

Capitoland is closed on the following paid holidays. If your child is scheduled to attend on a holiday, you are required to pay your regular tuition rate. Vacation days cannot be applied on these days:

- Labor Day
- Thanksgiving Day & the Friday after Thanksgiving
- Christmas Eve Day & Christmas Day
- New Year's Eve Day & New Year's Day
- Closing at noon on Good Friday
- Memorial Day
- Fourth of July

ABSENCES, CLOSURES, AND TUITION REDUCTIONS

To ensure proper staffing and planning, Capitoland does not offer tuition reductions, refunds, or credits for most absences or schedule changes. Tuition is charged based on your child's enrolled schedule—not on attendance. There are no tuition reductions for the following situations:

- Illness.
- Holidays.
- Closures due to weather or emergencies (including snow days and inclement weather).
- Unplanned absences such as family emergencies or last-minute schedule changes.
- Behavior-related early pick-ups or temporary suspensions.
- District schedule changes (early releases, school cancellations).
- Parent work schedule changes.
- Required quarantines or health protocols.
- Temporary breaks or withdrawals unless officially withdrawn and re-enrolled.

For the fastest and most up-to-date information about weather-related closures, please check our Facebook and Instagram pages [@capitolandkids](#) as well as local TV stations. If your child will be absent for any reason, please complete the Absence Report located on the Parents' Landing Page.

WAITLIST & RESERVATIONS

To help with planning and ensure availability, families may submit a Waitlist or Reservation Form:

- Reservations secure your child's spot on requested dates.
- Waitlisted families will be contacted if/when space becomes available.
- A \$100 non-refundable reservation/waitlist fee applies.



VACATION POLICY

Children enrolled full-time in daycare or Kids' Club receive five vacation days per school year (September 1–August 31).

- Vacation days must be requested at least two weeks in advance via email.
- Vacation credit cannot be used on days when Capitoland is closed.
- Vacation credit does not carry over to the next school year.
- Vacation credit does not apply to Capitoland Christian School and Camp Capitoland.

PROGRAM	WEEKLY CREDIT	DAILY CREDIT
<i>Daycare</i>	\$100	\$20
<i>Before School</i>	\$50	\$10
<i>After School</i>	\$75	\$15
<i>Before & After School</i>	\$100	\$20
<i>Full-Time 4K Wrap-Around</i>	\$100	\$20

DAYCARE

Capitoland accepts children beginning at 6 weeks old, with classrooms thoughtfully designed for children through public school 4K attendance. Classroom placement is primarily based on each child's developmental stage, followed by age and scheduling needs. Parents, teachers, and the director work together as a team to ensure each child is placed in the environment that will best support their growth, learning, and level of challenge.

We also factor in each child's schedule to maintain proper staff-to-child ratios and ensure a balanced classroom dynamic. Classrooms are equipped with age-appropriate toys, materials, and learning tools that promote development in all areas. Capitoland is committed to helping children grow spiritually, socially, emotionally, physically, and cognitively, laying a strong foundation for lifelong learning.

Infant Rooms

We partner with families to create consistency between home and daycare. Daily activities include storytime, sensory play, motor skill development, music, and outdoor time, offered in a nurturing, responsive environment.

Toddler Rooms

Toddlers are naturally curious, and we support their exploration with hands-on learning centers, sensory activities, and early art experiences that build fine motor and pre-writing skills. Each day includes a balance of active and quiet moments.

Preschool Rooms

Preschoolers thrive on structure and discovery. Through morning meetings, games, and group activities, we foster early academic concepts like letters and numbers, while also promoting social-emotional growth, peer collaboration, and self-confidence.

3K Program

Our 3K classrooms prepare children for 4K and beyond by deepening their understanding of early academic concepts in a fun, structured environment. We introduce phonics, handwriting, and number sense through hands-on, theme-based activities. Students build independence and social skills through routines, group work, dramatic play, and guided problem-solving. Each day includes art, music, movement, Bible stories, and outdoor play.

DAILY ROUTINE

Our days are intentionally structured to support the development of the whole child through consistent routines,

nurturing care, and age-appropriate learning experiences. Each day includes:

- Teacher-led physical activities to build strength, coordination, and healthy habits.
- Daily outdoor play to encourage movement, exploration, and social development.
- A theme-based Christian curriculum that helps children grow in faith, character, and understanding of God's world.
- Morning meetings that build routine, classroom connection, and communication skills.
- Creative expression through daily art, music, dance and other movement activities.
- Hands-on learning that encourages curiosity, critical thinking, and problem-solving.
- Exposure to foundational concepts such as letters, numbers, colors, and shapes to support early literacy and math readiness.
- Individual and small-group instruction to meet children where they are and help them grow academically, socially, and emotionally.
- Practice in skills like kindness, independence, cooperation, and listening.

OUR FACILITIES

Capitoland Children's Center operates across two campuses, offering:

- Multiple indoor play spaces, including a large motor room.
- Outdoor areas for general playground time, summer sprinklers, and winter sledding.
- Expansive natural areas for older children to explore — over 5 acres in Sun Prairie and 11 acres in Madison.

OUR STAFF & CLASSROOM CONNECTIONS

Our teachers are assigned to consistent classrooms to build trust and familiarity with both children and families. This stability supports well-rounded, responsive care and meaningful learning at every stage.

Our staff members bring a wide range of experience, including:

- High school and college students preparing for early childhood careers.
- Certified educators with bachelor's and master's degrees.
- Professionals with backgrounds in nursing, social work, event management, translation services, and other helping fields.
- Veteran educators with 10+ years at Capitoland.

POTTY TRAINING PARTNERSHIP

We collaborate closely with parents to support potty training based on each child's readiness. Our approach is patient and respectful, and parents retain full decision-making power in the process.

FAMILY ENGAGEMENT

Ongoing communication helps strengthen the partnership between families and staff. This includes:

- Daily sheets documenting bottles, naps, moods, and a personal note about their child's day.
- Whiteboard updates outside each classroom highlighting the day's group activities.
- Text or phone updates as needed throughout the day.
- Center-wide/suite updates via email.

SAFETY & SECURITY

Children's safety is always a top priority. We maintain secure entry protocols, require ID for all visitors, and conduct background checks on all staff. Check-in and check-out procedures are carefully monitored.

FIELD TRIPS & SUPPLIES

Field trips, wipes, and classroom materials are all included in pricing. We also coordinate and help transport children to approved outside programs — all managed at no additional cost to families.

EXPLORATORY CLUBS

Beginning at age 2, children can participate in weekly exploratory clubs that enrich learning and spark new interests. These hands-on, age-appropriate experiences are built into the daily schedule and rotate throughout the year. Offerings may include activities like soccer and obstacle courses, painting and sculpture, simple science experiments, gardening, and music and movement. Clubs are designed to support developmental growth and discovery for ages 2–5. Parents should sign their child(ren) up in advance to ensure placement.

KIDS' CLUB 2:52

Kids' Club 2:52 is an all-inclusive before & after school care for kids in 4K through middle school, including transportation, snacks, meals, and a wide variety of fun, engaging activities! Kids' Club 2:52 is our year-round program for school-age kids, available at our Madison location. It's named after Luke 2:52, which says, *"Jesus grew in wisdom and stature, and in favor with God and man."* Just like Jesus, our goal is to help kids grow intellectually, physically, socially, and spiritually every single day! Our program is Christian-based and combines strong values with tons of fun. We build friendships, learn through experience, and offer structure while still letting kids be kids.

KIDS' CLUB 2:52 IS PERFECT FOR:

- Families who need full-time care during the school year.
- Kids who just want to come on no school days.
- Students who want to stay connected with their summer camp friends.
- Parents who want peace of mind with Christian values, meals, transportation, and fun — all in one place.

WHAT'S INCLUDED?

Kids' Club 2:52 is all-inclusive. Tuition covers:

- Breakfast, lunch, and/or snack, prepared fresh by our on-site chef.
- Cow's milk served daily.
- All field trips and transportation costs.
- Activities for every kind of day: before school, after school, and full-day care on no-school days.
- Themed schedules, crafts, gym/outdoor play, and cool enrichment experiences.

TRANSPORTATION

Transportation is provided to and from school when there are at least three children enrolled from the same school/location/route at the same time (AM drop-off or PM pick-up). We make every effort to group schools and routes efficiently to keep things running smoothly.

DAILY ROUTINE

Whether your child is here before school, after school, or all day on a no-school day, there's always something fun and purposeful to do. Each age group has its own activities planned, including:

- Active games, themed crafts, STEM challenges, and movement breaks.
- Time with friends from summer camp, all year long!
- Group activities in the gym, sanctuary, and outside.
- Chill zones, homework help, and leadership opportunities for older kids.

- **Public 4K Wrap-Around Care**

If your child attends 4K at a public school (not Capitoland), we offer wrap-around care before and/or after their 4K program. Transportation is provided when available. During wrap hours, they join our oldest daycare classroom alongside our in-house 4K kids.

- **Before School Care**

Open from 6:00 am until school drop-off. Late starts before 10:00 am are included. If school starts later than 10:00 am, it counts as a no school day.

- **After School Care**
Available from school dismissal until 5:55 pm. If school dismisses before 1:00 pm, no school day charges apply.
- **No School Days**
Full-day care from 6:00 am to 6:00 pm with a themed activity schedule, meals, and snacks included. You can sign your child up at least two weeks in advance at the Parents' Landing Page. If your child is already scheduled for regular care that day, tuition is adjusted accordingly.

PAYMENTS

All payments are processed/due the Wednesday prior to the week(s) of care given. It is a parent responsibility to have accurate and up-to-date banking information on file. Continuous issues with non-payment or declined payments may result in termination of care. Accounts one week past due are subject to having child care suspended until payment is received in full. If a child adds on for a day when he or she is not normally scheduled (when space allows and when approved by the director), your account is processed the full amount immediately.

Capitoland accepts ACH, check, and credit/debit card payments. Checks should be deposited in one of the payment boxes. Please be sure your email address is accurate, as statements are sent electronically. If you need to change your payment information or payment schedule from what is indicated on your enrollment form, please see the director.

PAYMENT OPTIONS

- ACH (automatic withdrawal from checking account): no fees, but a 1% discount if paying with the four week billing cycle and if payment is received by the due date.
- Credit cards, debit cards, and checks: 3% fee. Checks should be dropped off in the daycare building safe.
- We do not accept cash or money orders.

LATE PAYMENTS/EXPIRED PAYMENT INFORMATION

If your credit or debit card payment is declined, there will be a \$25 fee applied to your account. There is a \$50 charge for any check returned for insufficient funds. If the full payment is not received by noon the Wednesday prior to the week of care, a \$10 late fee will be applied each week until your account is current. Payments are submitted for Wednesday processing on Tuesday afternoons, so please contact the director if there are any questions before noon on Tuesday.

FREQUENCY

Statements are provided the week before your payment is due. You have your choice of two billing cycles – weekly or every four weeks. If you select the four week billing cycle, there is a 1% discount for each account paid in full by the billing cycle due date when paid by ACH. This discount is removed if payment is not received by the due date. This discount is not available for flexible schedules.

FOUR WEEK CYCLE

Weeks of Care	Payment Due Date
July 20 – August 16, 2025	July 16, 2025
August 17 – September 13, 2025	August 13, 2025
September 14 – October 11, 2025	September 10, 2025
October 12 – November 8, 2025	October 8, 2025
November 9 – December 6, 2025	November 5, 2025

Weeks of Care

December 7, 2025 – January 3, 2026

January 4 – January 31, 2026

February 1 – February 28, 2026

March 1 – March 28, 2026

March 29 – April 25, 2026

April 26 – May 23, 2026

May 24 – June 20, 2026

June 21 – July 18, 2026

July 19 – August 15, 2026

August 16 – September 12, 2026

Payment Due Date

December 3, 2025

December 31, 2025

January 28, 2026

February 25, 2026

March 25, 2026

April 22, 2026

May 20, 2026

June 17, 2026

July 15, 2026

August 12, 2026

WEEKLY CYCLE**Week of Care**

July 27, 2025 – August 2, 2025

August 3, 2025 – August 9, 2025

August 10, 2025 – August 16, 2025

August 17, 2025 – August 23, 2025

August 24, 2025 – August 30, 2025

August 31, 2025 – September 6, 2025

September 7, 2025 – September 13, 2025

September 14, 2025 – September 20, 2025

September 21, 2025 – September 27, 2025

September 28, 2025 – October 4, 2025

October 5, 2025 – October 11, 2025

October 12, 2025 – October 18, 2025

October 19, 2025 – October 25, 2025

October 26, 2025 – November 1, 2025

November 2, 2025 – November 8, 2025

November 9, 2025 – November 15, 2025

November 16, 2025 – November 22, 2025

November 23, 2025 – November 29, 2025

November 30, 2025 – December 6, 2025

December 7, 2025 – December 13, 2025

December 14, 2025 – December 20, 2025

December 21, 2025 – December 27, 2025

December 28, 2025 – January 3, 2026

January 4, 2026 – January 10, 2026

January 11, 2026 – January 17, 2026

January 18, 2026 – January 24, 2026

January 25, 2026 – January 31, 2026

February 1, 2026 – February 7, 2026

February 8, 2026 – February 14, 2026

Payment Due Date

July 23, 2025

July 30, 2025

August 6, 2025

August 13, 2025

August 20, 2025

August 27, 2025

September 3, 2025

September 10, 2025

September 17, 2025

September 24, 2025

October 1, 2025

October 8, 2025

October 15, 2025

October 22, 2025

October 29, 2025

November 5, 2025

November 12, 2025

November 19, 2025

November 26, 2025

December 3, 2025

December 10, 2025

December 17, 2025

December 24, 2025

December 31, 2025

January 7, 2026

January 14, 2026

January 21, 2026

January 28, 2026

February 4, 2026

Week of Care

February 15, 2026 – February 21, 2026
February 22, 2026 – February 28, 2026
February 29, 2026 – March 7, 2026
March 8, 2026 – March 14, 2026
March 15, 2026 – March 21, 2026
March 22, 2026 – March 28, 2026
March 29, 2026 – April 4, 2026
April 5, 2026 – April 11, 2026
April 12, 2026 – April 18, 2026
April 19, 2026 – April 25, 2026
April 26, 2026 – May 2, 2026
May 3, 2026 – May 9, 2026
May 10, 2026 – May 16, 2026
May 17, 2026 – May 23, 2026
May 24, 2026 – May 30, 2026
May 31, 2026 – June 6, 2026
June 7, 2026 – June 13, 2026
June 14, 2026 – June 20, 2026
June 21, 2026 – June 27, 2026
June 28, 2026 – July 4, 2026
July 5, 2026 – July 11, 2026
July 12, 2026 – July 18, 2026
July 19, 2026 – July 25, 2026
July 26, 2026 – August 1, 2026
August 2, 2026 – August 8, 2026
August 9, 2026 – August 15, 2026
August 16, 2026 – August 22, 2026
August 23, 2026 – August 29, 2026
August 30, 2026 – September 5, 2026

Payment Due Date

February 11, 2026
February 18, 2026
February 25, 2026
March 4, 2026
March 11, 2026
March 18, 2026
March 25, 2026
April 1, 2026
April 8, 2026
April 15, 2026
April 22, 2026
April 29, 2026
May 6, 2026
May 13, 2026
May 20, 2026
May 27, 2026
June 3, 2026
June 10, 2026
June 17, 2026
June 24, 2026
July 1, 2026
July 8, 2026
July 15, 2026
July 22, 2026
July 29, 2026
August 5, 2026
August 12, 2026
August 19, 2026
August 26, 2026



TUITION RATES

DAYCARE REGISTRATION

Currently Enrolled: \$100 for the first child; \$50 for each additional child.

New/Returning: \$150 for the first child; \$75 for each additional child.

KIDS' CLUB REGISTRATION

Currently Enrolled: \$75 for the first child; \$25 for each additional child.

New/Returning: \$100 for the first child; \$50 for each additional child.

Registration fees are non-refundable.

Families/kids with reservations made and paid for before August 15, 2025, will still receive the currently enrolled family enrollment fee regardless of start date during the 2025-2026 school year if all information is turned in at least two weeks prior to starting.

DAYCARE PRICING

6 Weeks - 2 Years Old	2 - 3 Years Old	3 - 5 Years Old
<i>Madison</i> Fulltime: 385/week Part-Time: 98/day Flexible: 118/day	<i>Madison</i> Fulltime: 340/week Part-Time: 92/day Flexible: 108/day	<i>Madison</i> Fulltime: 315/week Part-Time: 90/day Flexible: 95/day
<i>Sun Prairie</i> Fulltime: 365/week Part-Time: 90/day Flexible: 95/day	<i>Sun Prairie</i> Fulltime: 340/week Part-Time: 85/day Flexible: 90/day	<i>Sun Prairie</i> Fulltime: 310/week Part-Time: 80/day Flexible: 85/day

When your child reaches an age where his/her tuition rate will change, the change will go into effect the Monday after your child's birthday. If we miss your child's birthday, please let us know and we will adjust your balance.

KIDS' CLUB 2:52 PRICING

	1 Day	2 Days	3 Days	4 Days	5 Days
Before School	27	54	73	91	96
After School	44	88	112	132	147
Before & After School (Same Day)	53	106	141	162	177
Full Day/ Early Release (before 1 pm)/ Late Start (after 10 am)/ Anchor/ 4K Wrap-Around	68	136	204	262	280

SIBLING DISCOUNT

A 25% sibling discount is offered when more than one child from a family attends daycare and/or Kids' Club 2:52 on the same day. This discount is applied to the eldest child(ren) on days when multiple children from the same family are scheduled to be in attendance. This discount does not apply to Camp Capitoland and/or Capitoland Christian School.

SPECIALIZED PROGRAMMING

Specialized programming is available for kids in need of behavioral accommodations and/or support. This includes extra help during transition times and a go-to support person trained in individualized child-specific interventions. This program is based on availability. These rates are set and are not eligible for or with sibling discounts.

3 – 5 Years Old	\$150/day
4K Wrap-Around	\$120/day
Before School Only	\$50/day
After School Only	\$75/day
Before & After School (Same Day)	\$125/day
<ul style="list-style-type: none">• Full Day• Early Release (before 1 pm)• Late Start (after 10 am)• Anchor• 4K Wrap-Around	\$150/day

REFERRAL CREDIT

If you refer a new family to Capitoland, you will receive a \$100 non-refundable tuition credit after the new family has attended and paid for one month and if your family is still enrolled at Capitoland. Credits are applied for every new family you refer and are applied per family, not child. Please be sure the family you referred emails the office with your name so that the credit can be applied accordingly.

SUPPLIES

Please label everything you bring to the center with your child's first name and last initial. Capitoland is not responsible for lost or unlabeled items.

Capitoland provides meals, milk, pack and plays, wipes, bibs, and age-appropriate toys, games, and activities for education.

PARENT-PROVIDED SUPPLIES – UNDER 2

- Updated Under 2 forms are due September 1, December 1, March 1, and June 1.
- Monthly sheets on the 1st of every month.
- Formula or breastmilk – please label with first name and initial of last name.
- Cloth or disposable diapers.
- Clean bottles and/or sippy cup (1 per feeding). We do not allow glass bottles.
- Infant food.
- Pacifier.
- 2 crib/pack and play sheets.
- At least three season-appropriate changes of clothes.
- Teething gel, diaper rash cream, sunscreen, and bug spray.
- Swim diapers and a towel in summer months.

PARENT-PROVIDED SUPPLIES – 2 - 5 YEARS

- Water bottle.
- Sleeping bag/nap mat.
- At least two changes of clothes that fit and are appropriate for the season.
- Extra shoes if still potty training.
- Diapers or pull-ups (if pull-ups, the sides must detach).
- Sunscreen, bug spray, swimsuit, and towel in summer.
- Snowpants, boots, mittens, and hats in cooler/cold weather.

PARENT-PROVIDED SUPPLIES – KIDS' CLUB 2:52

- Water bottle.
- Sunscreen/bug spray.
- Clothing appropriate for the weather/being outside.
- Extra change of clothes.

DONATIONS

Due to the natural wear and tear that comes with daily play, cleaning, and sanitizing, we gladly accept donations of gently used toys and materials. Items like dolls, trucks and cars, pretend kitchen food, and books are especially appreciated. We're happy to provide a donation receipt upon request.

We're also currently accepting donations toward our playground renovations at both Capitoland locations. Contributions of outdoor toys or financial support for this project are welcome and appreciated.

If we receive items we can't use in our classrooms, we pass them along to Babies & Beyond—one of our Capitoland-supported missions—or to the St. Vincent de Paul location in Verona.

Please note: We cannot accept beds, mattresses, or similar large furniture items.

