

Capitoland Christian School

3651 Maple Grove Drive, Madison, WI 53719

608.228.2022 • school@capitoland.com



@capitolandkids

ACADEMIC YEAR ADMISSION FORM

Child's Name: _____
First Middle Last

Child's DOB: _____ Today's Date: _____

Class/Grade Level: _____ School Year: _____
4K • Kindergarten • 1st Grade • 2nd Grade • 3rd Grade • 4th Grade • 5th Grade • 6th Grade

Previous School/District: _____

Address: _____ City: _____ Zip: _____

Father's Name _____

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

Mother's Name _____

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

Questions & Connections

I would be interested in the following:

before school care *after school care* *before & after school care*

Is your family's primary language English? yes no

Please indicate the amount of time your child attended a daycare/school program previously:

Less than 15 hours a week *15-30 hours a week* *30 hours or more a week*

Is your child's physical development within the normal range for his/her age as determined by a physician? If no, please explain. yes no

Does your child have any serious physical disability? If yes, please explain. yes no

Has your child ever been tested for such things as learning disabilities, behavioral issues, or emotional developmental delays? If yes, please explain. yes no

What are your child's strengths? _____

What would you see are areas of growth/challenge areas for your child? _____

How are you interested in being involved in your child's schooling? _____

Parental Permission/Consent

I understand that current health and immunization reports will be required by August 15. Registration and book fees are due by August 1. All incoming students will be screened (by appointment) during the month of August. Parents should also plan on being in attendance to help set individual learning plans.

Signature of Parent/Guardian

I hereby give my consent for emergency medical care or treatment, to be used only if I cannot be reached immediately.

Signature of Parent/Guardian

I give permission for my child to participate in field trips, outings, and walks during operating hours. I give permission for my child to be transported to and from the center when transportation is provided by Capitoland. I understand that I may be charged a separate fee for some field trips. Details will be sent to me in advance of each trip.

Signature of Parent/Guardian

I have received and reviewed a parent handbook stating the policies of Capitoland. In enrolling my child, I agree to abide by the policies and procedures which are stated in the Capitoland Christian School handbook. I understand this is a full year commitment and I am responsible for paying the full tuition.

Signature of Parent/Guardian

I give permission for Capitoland to use any pictures/videos taken of my child for future promotional materials and marketing purposes. This would include brochures, pictures in the paper, on social media (Facebook, etc.) or for news media events.

Signature of Parent/Guardian

PLEASE SELECT A PAYMENT PLAN: *Annual • Semi-Annual • Monthly*

PLEASE PROCESS THE REGISTRATION FEE ON _____ (before August 1).

PLEASE PROCESS THE BOOK/CURRICULUM FEE (\$200) ON _____ (before August 1).

Signature of Parent/Guardian

Thank you for submitting this registration form. You may email it to the school email listed above or bring it to the school office. As August approaches, we will be in touch with scheduling an orientation and screening times along with a request for necessary paperwork regarding health, contact information, etc. You will receive an email confirmation regarding billing and withdrawal of your registration fee.

CAPITOLAND CHRISTIAN SCHOOL

2025-2026 Handbook



3651 Maple Grove Drive, Madison, WI 53719

Call/Text: 608-228-2022

Email: school@capitoland.com

Website: www.capitoland.com



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WELCOME TO CAPITOLAND CHRISTIAN SCHOOL!

At Capitoland, we are passionate about providing a nurturing, Christ-centered environment where your child can thrive academically, spiritually, and emotionally. Our dedicated faculty, small class sizes, and hands-on learning approach ensure that each student receives the individual attention they deserve. With a focus on building character, fostering a love for learning, and helping students grow in their faith, Capitoland is more than just a school—it's a community.

We invite you to explore what makes Capitoland Christian School a place where children are equipped for success, grounded in God's truth, and prepared to make a difference in the world. Join us on this exciting journey of growth and discovery!

REGISTRATION

At Capitoland Christian School, we believe each child is a unique gift from God, and we are honored to partner with parents in their child's education. We welcome students of all races, both sexes, creeds, national or ethnic origins, and special needs, as long as we are able to meet their needs with our resources, all while abiding by God's Word. Our school operates as a ministry of Capitoland, committed to providing a Christ-centered, nurturing environment for every student.

To begin the registration process, applications can be obtained by calling, emailing, or visiting the school in person. Please note that each classroom has limited space, and enrollment is not confirmed until the registration fee is received.

- Children must be 4 years old by September 1st for the 4K program and 5 years old by September 1st for the 5K program. However, as a private institution, exceptions can be made regarding the start date after a discussion with the school administrator.
- All incoming 4K and kindergarten students will be given a screening upon acceptance. This is held in mid-August and at least one parent/guardian must be present for it.
- For students entering other grade levels, official transcripts from previous schools are required.

Once you've received confirmation that you have a spot reserved for your child, we will need the following information by August 15:

- Child Health Report (from the doctor and dated within the past year, showing that your child is healthy and can attend school programming).
- Your child's list of immunizations from the Wisconsin Immunization Registry, to indicate that he/she is completely up-to-date on all recommended vaccines for his/her age.
- Tuition Express form.

We look forward to welcoming your child to Capitoland Christian School and partnering with you in their academic and spiritual growth!

TUITION

Registration: \$75 per child for grades K4 – primary due by August 1st. Non-refundable.

Book Fees: \$200 per child for grades K4 - primary due by August 1st. Non-refundable.

Tuition: Tuition is due the Wednesday before the billing cycle. There are three different payment options:

- **Annual Payment:** \$4000 is due by August 14. This is an early payment discount for the school year.

- **Semi-Annual Payment Plan:** \$2005 is due with one payment by August 14 and the second \$2005 payment by January 1.
- **Monthly Payment Plan:** \$410 is due by August 14, September 11, October 9, November 6, December 4, January 1, January 29, February 26, March 26, April 23, May 21.

This is a full school year commitment, and you are responsible for paying the full tuition regardless of other circumstances (moving, etc.). Tuition includes the Capitoland-provided lunch. However, you are always welcome to bring in food from home.

BEFORE & AFTER SCHOOL PROGRAMS

Kids' Club 2:52 Care is available for children before and after school. Rates for the school year will be published in mid-summer, along with enrollment information. Located on-site and connected to the school, the program ensures that children remain in the safe and supportive environment of Capitoland.

The program serves children in 4K through middle school from various local schools and offers a variety of activities designed to meet their diverse interests, along with a snack to keep them energized throughout the afternoon.

CURRICULUM & OUTCOMES

At Capitoland Christian School (CCS), we are committed to nurturing the whole child—promoting spiritual and moral growth, encouraging academic excellence, and fostering physical and social-emotional development. Our educational approach integrates high-quality instruction with the understanding that God's principles guide our actions and shape our perspective. As a ministry of Capitoland, our school program is rooted in faith and dedicated to helping students grow in every aspect of their lives.

Our teaching staff holds four-year degrees in education and serve as role models for students. Their professional preparation reflects our commitment to providing exceptional education, and the low student-to-teacher ratio ensures that each student receives personalized attention.

At CCS, we take seriously our responsibility to offer the best education possible. As Christian educators, our goal is to instill in each student a sense of individual responsibility to God, inspiring them to glorify Him in all areas of their lives.

LANGUAGE ARTS/READING

Our Language Arts and Reading program is designed to nurture every aspect of language development. Children begin their school journey with a reading readiness program grounded in meaningful language experiences, sound-symbol relationships, and the fundamentals of language structure. Through engaging, natural learning situations, students develop skills in reading, writing, speaking, decoding, listening, and even signing. As students advance each year, they build on their language skills with increased focus on reading comprehension, phonics, spelling, and more complex literature-based activities. Students also express and practice their growing language abilities through activities like bookmaking, letter writing, and dramatic play.

Our goal is to equip your child with the essential skills necessary for success in school and in life.

By the end of 4K, your child should be able to:

- Be able to spell his/her first and last name.
- Recognize all 26 uppercase and lowercase letters.
- Understand the relationship between letters and sounds.
- Recognize and spell simple words.
- Know the parts of a book (front and back cover, title page).

By the end of 5K, your child should be able to:

- Be able to read sight words.
- Use letters to form words.
- Read and write high-frequency words with accuracy.

- Identify short and long vowel sounds.
- Write short sentences.

By the end of First Grade, your child should be able to:

- Be able to write informative pieces.
- Describe people, places, and things with relevant details.
- Use phonics and word-learning strategies.
- Ask and answer questions about a text.

By the end of Second Grade, your child should be able to:

- Write both real and imagined stories.
- Form grade-level words and sentences correctly.
- Apply phonics and word-learning skills.
- Use correct capitalization, punctuation, and spelling.
- Tell a story or describe an experience in writing.

By the end of Third Grade, your child should be able to:

- Write with correct grammar and spelling.
- Share accurate details of stories verbally.
- Read longer texts independently with minimal assistance.

MATHEMATICS

Our mathematics program is designed to build a strong foundation in mathematical concepts while emphasizing real-world applications. We aim to equip students with the skills they need to solve problems in both mathematics and other areas of life. To prepare students for the modern world, we introduce the use of calculators early on, ensuring they are comfortable with technology in learning.

By the end of 4K, your child will:

- Be able to count from 0 to 20.
- Recognize basic shapes such as triangles, circles, rhombuses, and rectangles.
- Identify primary and secondary colors (e.g., red, yellow, blue, green, orange, black, white, and pink).
- Recognize and identify patterns.

By the end of 5K, your child will:

- Be able to write numbers up to 20.
- Understand and use the concepts of less than, greater than, and equal to.
- Skip count by twos, fives, and tens.
- Solve simple addition and subtraction problems (e.g., $1+3=4$, $4-1=3$).
- Sort objects into categories and classes.
- Identify basic math symbols (+, -, =) and use positional words (e.g., left, right, on, over, under).

By the end of First Grade, your child will:

- Use strategies to add and subtract within 20.
- Divide circles and rectangles into equal parts.
- Measure lengths using non-standard units.
- Tell time to the half hour.

By the end of Second Grade, your child will:

- Understand multiplication by working with equal groups.
- Divide shapes into equal parts.
- Apply addition and subtraction skills in measuring time and money.

By the end of Third Grade, your child will:

- Master one-digit multiplication and division.
- Collect and graph data.

SCIENCE

Our science curriculum emphasizes hands-on activities, experiments, and field trips that engage children in the scientific process. Students will develop skills such as observation, prediction, recording, and analyzing information. We aim to instill a love and respect for God's creation while teaching the interdependence of plants, animals, and people. Through these activities, students will deepen their understanding of the world around them.

By the end of 4K, your child will:

- Be able to identify and describe the different seasons and weather patterns.
- Recognize basic parts of the human body (e.g., head, hands, feet) and begin to explore the five senses.
- Understand basic concepts about plants and animals, including habitats.
- Learn the concepts of measurement and motion (e.g., push/pull, weight).

By the end of 5K, your child will:

- Know which body parts are used for sensory information gathering.
- Use words like "never," "sometimes," and "always" to describe the likelihood of events.
- Discuss observations using new vocabulary.
- Compare measures of distance, weight, and height (e.g., longer, heavier, etc.).

By the end of First Grade, your child will:

- Understand simple motions in predictable patterns.
- Learn about the properties of earth's materials.
- Understand plant survival and structure.

By the end of Second Grade, your child will:

- Identify stages in life cycles of plants and animals.
- Recognize patterns in weather.

By the end of Third Grade, your child will:

- Plan and carry out scientific investigations.
- Analyze and interpret data.
- Explain the relationship between cause and effect.

SOCIAL STUDIES

Our social studies curriculum is comprised of the study of family, community, geography, current events, history, and social skills, field trips expand what we learn in the classroom. Special speakers come in and share their experience with the students.

By the end of 4K, your child should be able to demonstrate the following:

- Know about different institutions and public service officials in the community (firefighters, librarians, teachers, police officers, etc.).
- Understand that rules help to keep us safe and follow rules and directions.
- Know that everyone is different in their own way, including language, traditions, areas in which we live, foods we eat, ability levels, body types, etc.
- Know that God made all people the way they are and that we should be kind to everyone and show God's love.

By the end of 5K, your child should be able to demonstrate the following:

- Identify and explain community symbols (traffic signs, traffic lights, etc.).
- Locate water and land using a globe or map.
- Give examples of authority figures and describe their roles in daily life.

By the end of first grade, your child should be able to demonstrate the following:

- Understand how to read and create maps.
- Understand the reasons why people spend money on goods and services.

By the end of second grade, your child should be able to demonstrate the following:

- Navigate through conflict resolution and have a basic understanding of its importance.
- Use map skills.
- Make decisions about money.

By the end of third grade, your child should be able to demonstrate the following:

- Knowledge of climate.
- Identify noteworthy people in Wisconsin's history.
- Explain the everyday use of money, banking, budgeting, etc.

EXPLORATORY CLASSES: BIBLE, MUSIC, HEALTH, ART, AND MORE

Our goal is to foster innovative thinking, creative expression, and social competency. Through engaging activities in music, art, physical fitness, and Bible study, children will expand their ways of expressing themselves while building skills applicable across many areas. We aim to develop healthy, lifelong learners.

By the end of 4K, your child will:

- Separate easily from caregivers.
- Recite their address and phone number from memory.
- Trace and cut various lines.
- Keep a steady beat.
- Identify right and left hand dominance.
- Exhibit basic movements (running, skipping, walking, etc.).
- Continue developing balance and hand-eye coordination.
- Understand simple Bible stories and concepts, learning about God's love and creation.

By the end of 5K, your child will:

- Hold a pencil and scissors correctly.
- Speak clearly and listen without interrupting.
- Understand the healthy benefits of exercise and movement.
- Learn Bible stories and begin memorizing verses, understanding God's role in their lives.

By the end of First Grade, your child will:

- Predict how others might feel in different situations.
- Express how family and culture influence identity.
- Create and respond through art.
- Understand and apply Bible stories in daily life, beginning to memorize scripture.

By the end of Second Grade, your child will:

- Use self-awareness strategies to calm themselves.
- Understand physical safety concepts and strategies.
- Deepen their understanding of Bible stories, memorizing more verses and reflecting on their meaning.

By the end of Third Grade, your child will:

- Exhibit responsible personal and social behavior.
- Value physical activity for health and enjoyment.
- Understand basic art concepts and create quality artwork.
- Apply Biblical principles to their actions, sharing God's word with others.

DRESS CODE

At Capitoland Christian School, we believe that dressing appropriately fosters respect, discipline, and an environment conducive to learning. Our dress code allows for individuality while maintaining a style that is neat, modest, and appropriate for school.

GENERAL GUIDELINES FOR ALL STUDENTS

- All hats must be removed when in the building.
- Clothing should be neat, modest, and free from inappropriate or controversial graphics or language.
- Sweatshirts, shirts, or other items with printed pictures or words must be approved by the administration. Items that contain alcohol, tobacco, demonic or frightening imagery, or messages that do not glorify God are not permitted.
- Clothing for outdoor play should be suitable for all seasons as students will go outdoors for recess daily.
- Socks and shoes must always be worn.
- Clothing should not have excessive rips, tears, or holes.
- Body piercings (other than ears) and extreme hairstyles are not permitted.

GIRLS' DRESS CODE

- **Tops:**
 - Dress shirts, collared polo shirts, or placket-front shirts.
 - Crew neck shirts without characters or words.
- **Bottoms:**
 - Dresses or skirts with hemlines at or below the knee, or leggings/shorts worn underneath.
 - Pants (no holes or excessive rips).
- **Footwear:**
 - Dress shoes or tennis shoes.
- **Hair & Accessories:**
 - Hairstyles should be neat and modest. Excessive or distracting accessories should be avoided.

BOYS' DRESS CODE

- **Tops:**
 - Dress shirts, collared polo shirts, or placket-front shirts.
 - Crew neck shirts without characters or words.
- **Bottoms:**
 - Pants only, with no holes or excessive rips.
- **Footwear:**
 - Dress shoes or tennis shoes.
- **Hair & Accessories:**
 - Hair length for boys should not be longer than collar length.
 - Boys may not wear earrings.
 - Body piercings (nose rings, eyebrow rings, lip rings, belly button rings, etc.) are not permitted.

ATTENDANCE POLICY

Students are expected to be on time every day. If you know your child will be late or needs to leave early on a specific day, please notify the school administrator.

If your child is unable to attend school due to illness, please contact the office before 7:30 a.m. Students will have one day to make up work for each day of absence. If a child misses three or more consecutive days, parents should arrange to pick up missed work to keep their child on track.

If your child will miss school due to a family vacation, arrangements should be made with the administrator one week prior to departure to collect assignments for the absence. Teachers may adjust assignments to make them relevant to the trip.

DROP OFF & PICK UP

School begins at 8:15 a.m. Monday through Friday. Students should use the main front doors and may not enter the classrooms before 8:00 a.m. If you need before-school care, please contact the office for registration information.

School ends at 1:45 p.m. on Mondays and 3:15 p.m. Tuesday through Friday. Please ensure that your child is picked up by 1:55 p.m. on Mondays or by 3:25 p.m. Tuesday through Friday. If your child will need after-school care, please contact the office to enroll in Kids' Club.

SNOW DAYS/SCHOOL CLOSINGS

Capitoland Christian School follows the Madison Metropolitan School District for weather-related school closings and delays. If CCS closes due to snow, ice, or other inclement weather, notifications will be posted on our Facebook and Instagram pages (@capitolandkids) and shared on local news stations. Kids' Club will most likely still be available for the entire day, for an additional fee.

In the case of non-weather-related closures, CCS will make its own decisions and notify parents directly. Updates and announcements will also be posted, and parents can always call or text the CCS cell at 608-228-2022 for the latest information.

STANDARDS OF CONDUCT

At Capitoland Christian School, we foster an environment that nurtures spiritual growth and personal development. We expect both students and parents to adhere to the following standards. Failure to do so may result in the student being asked to withdraw. Attendance is a privilege, not a right, and our goal is to guide students toward Christian leadership, self-discipline, responsibility, integrity, and good citizenship.

CODE OF CONDUCT

Be Safe

- I will follow all school policies to ensure my safety and the safety of others.
- I will respect the rules set by authority figures, including parents, teachers, fellow students, and staff, to maintain a safe environment.
- I will make choices that promote physical, emotional, and spiritual well-being, avoiding harmful influences or pressures.

Be Kind

- I will show kindness, courtesy, and respect toward everyone, treating others with the dignity they deserve.
- I will speak and act in ways that foster understanding and positive relationships with others.
- I will encourage and uplift those around me with my words and actions.

Follow Jesus

- I will strive to live by Biblical principles, following Jesus' example in my thoughts, words, and deeds.
- I will uphold the values of love, grace, forgiveness, and humility in all my interactions.
- I will seek to grow in my faith and let Jesus' teachings guide me in my choices and relationships.

PROHIBITED BEHAVIORS

- Possession of weapons or items that could cause harm.
- Vandalism, theft, arson, bomb threats, or false fire alarms.
- Possession or use of illegal substances, drugs, tobacco, or alcohol.
- Harassment (sexual, verbal, physical, social, or faith-related).
- Offensive language (swearing, slander, gossip, vulgarity).
- Immoral conduct (lying, cheating).

- Promotion of cults or occult practices.
- Dress code violations (see dress code policy).
- Leaving school grounds without permission.
- Misuse of school property.

CHARACTER CONDUCT

Character development is embedded in every part of our school day, and students are taught to demonstrate the following traits:

- Respect authority and apply themselves to learning.
- Strive for understanding and do the right thing because it is right.
- Be attentive, hardworking, and persistent.
- Develop habits of orderliness, honesty, responsibility, cooperation, and self-discipline.
- Value wisdom, excellence, and hard work.
- Practice fairness, patience, neatness, confidence, loyalty, and respect.

Through all our efforts, we aim to nurture students who are not only academically successful but also grow into strong individuals with Christ-like character.

DISCIPLINE POLICY

At Capitoland Christian School, we believe that the best form of discipline is self-discipline. Our policies are designed to foster a respectful, motivating, and supportive environment, where students learn to uphold Christian principles and grow in their spiritual, academic, and personal development. Teachers are entrusted with the authority to maintain discipline within their classrooms, ensuring that all actions align with Biblical teachings and administrative directives. Teachers and staff are responsible for enforcing rules and policies throughout the school and church campus.

GENERAL RULES

- Students must respect the rights and property of others at all times.
- Students must honor the authority of teachers, staff, and administration, using good manners in all interactions.
- Students are expected to speak and act in ways that are pleasing to God, avoiding inappropriate language and behavior.
- Running, yelling, or engaging in disruptive behavior is not permitted inside the school or church building.
- Chewing gum is not allowed during school hours.
- Personal electronic devices, including phones, iPods, and games, should not be brought to school. Unauthorized items such as squirt guns, knives (real or simulated), or any form of weapon are strictly prohibited. Violations may result in suspension or expulsion.
- Throwing snowballs, rocks, sticks, or any other objects is not allowed.
- All personal items, including book covers and lunchboxes, must reflect standards of modesty and good taste.
- Students are to adhere to the dress code at all times unless given permission for a special occasion by administration.
- All personal belongings should be clearly marked with the student's name. Capitoland is not responsible for lost or stolen items.
- Bicycles should only be ridden to and from school and not used during school hours.
- Students are expected to respect school property by not littering and using school equipment appropriately.

- Lost or damaged school materials or property must be replaced by the student(s) responsible, and a fine may be assessed for any damage caused. Students are liable for any damage they cause to Capitoland property.
- Skateboards, scooters, rollerblades, or skates are not allowed on school property unless supervised and authorized by Capitoland staff.

CLASSROOM POLICIES

- Be on time for class and prepared with necessary materials.
- Students must obtain permission before leaving their desk or classroom.
- Sitting on desktops or leaning back in chairs is not permitted.
- Writing on chalkboards or dry erase boards is allowed only when directed by the teacher.
- Personal grooming (e.g., combing hair, cutting nails) should be done in the bathroom, not in the classroom.
- Enter and exit classrooms quietly and respectfully, especially when class is in session.
- When attending assemblies or chapel, students should enter and exit quietly and reverently.
- Only teachers may adjust the thermostat in the classroom. Students may be asked to open or close windows but should not do so without permission.
- Students are expected to treat their peers and teachers with respect. Disrespectful behavior toward a teacher will result in immediate dismissal from the classroom.

By following these guidelines, we aim to maintain an environment of mutual respect, personal responsibility, and academic excellence that reflects our Christian values.

ILLNESS POLICY

We strive to maintain a healthy and safe environment for all students. If your child exhibits any symptoms of illness during the school day, you will be contacted by Capitoland to pick up your child. Our primary concern is your child's well-being and the health of the entire school community. Administration will inform you when your child can safely return to school.

If your child will be absent due to illness, please notify the administration as soon as possible.

MEDICATION POLICY

For the safety of all students, no prescription or non-prescription medication (such as aspirin, cough medicine, or nose drops) will be given to any student unless the following conditions are met:

- A signed and dated written medication authorization from the parent is on file.
- Prescription medication must be in its original container, labeled with the child's name, the name of the medication, dosage, directions for administering, date, and the prescribing physician's name.
- Non-prescription medication must be labeled with the child's name, and the request must include the parent's signed authorization with dosage and directions for administering.