



Capitoland Children's Center

Enrollment Form 2026-2027

Child's Name: _____ DOB: _____

Father's Name: _____ Phone: _____

Address: _____ City/State/Zip: _____

Mother's Name: _____ Phone: _____

Address: _____ City/State/Zip: _____

Father's Email: _____ Mother's Email: _____

School name: _____ Teacher: _____ Grade: _____

Allergies/Dietary Restrictions: _____

Important Health Info/Diagnoses: _____

Schedule (indicate all that apply): ☐ Madison ☐ Sun Prairie

☐ Capitoland Christian School

☐ Daycare ____M ____T ____W ____TH ____F ____flex

☐ Kids' Club – PM 4K session @ Chavez ____M ____T ____W ____TH ____F ____flex
(@ Capitoland all day)

☐ Kids' Club – No School Days Only

☐ Kids' Club – Before/After (please **initial** applicable drop off/pick up boxes below to indicate days attending)

	MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY	
	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
Capitoland CS										
Charis										
Chavez										
Glacier Edge										
Huegel										
Leopold										
Netherwood Kn										
Olson										
Orchard Ridge										
Prairie View										
Queen of Peace										
Stoner Prairie										

Kids' Club transportation needs: ☐ carseat ☐ booster ☐ none

Daily Drop Off Time to Capitoland: _____ Daily Pick Up Time From Capitoland: _____

I have received and reviewed the 2026-2027 Capitoland Children's Center handbook. Initials: [redacted]

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 prior to starting/by September 1. Initials: [redacted]

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

The following adults (18 years of age or older) are authorized to pick up and/or drop off my child at any time. If this changes, I will notify the office via email. Initials: [redacted]

• First & Last Name(s): _____

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: [redacted] ☐ declined

Parent Signature: _____ Date: _____

Parent Signature: _____ Date: _____

REQUIRED ENROLLMENT DOCUMENTS

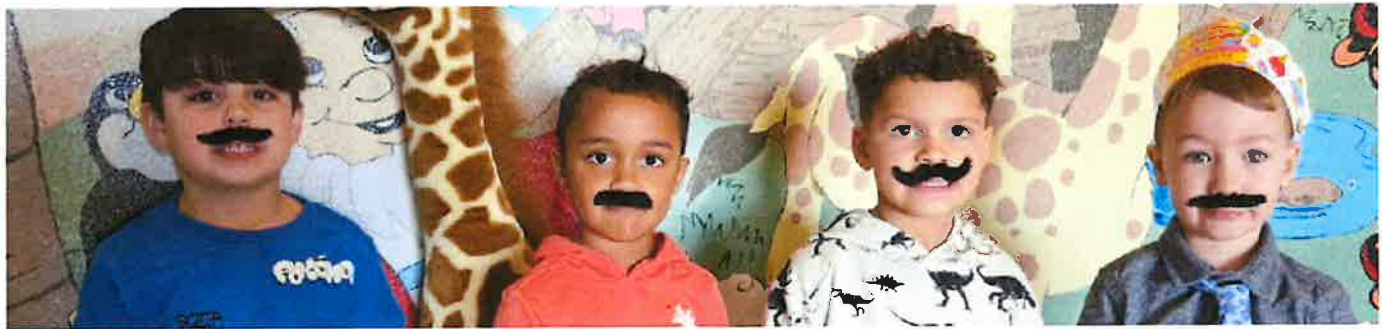
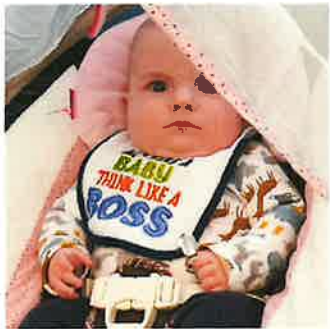
Please submit the following to enroll your child at Capitoland:

- ☐ ENROLLMENT FORM: Please complete both sides of this form.
- ☐ WISCONSIN IMMUNIZATION REGISTRY CHART: Please pull your child's information from the WIR or supply it directly from the provider with the applicable chart. Please see the handbook for examples of acceptable documents.
- ☐ CHILD HEALTH FORM: Dated and signed by your child's doctor within the past year.
- ☐ TUITION EXPRESS FORM: Please choose your payment method.
- ☐ UNDER 2 FORM: If your child is under 2 years old, please fill out the Under 2 form on the Parents' Landing Page. The link to the Parents' Landing Page is in the handbook.
- ☐ MEDICATION AUTHORIZATION FORM: If your child will need any over the counter medications (Tylenol, ear drops, etc.) or if you want to have any medications on hand, please fill out a medication authorization form.
- ☐ DOCTOR'S NOTE: If your child will need any prescription medications, please fill out a medication authorization form and attach the doctor's note.
- ☐ SCHOOL EMERGENCY PLAN: If your child has allergies, please have your doctor fill out a School Emergency Plan. This outlines our response to any potential allergic reactions and when to use medications provided by you.

THANK YOU!

We will send you an email once your enrollment is confirmed!

CAPITOLAND CHILDREN'S CENTER



FALL 2026 HANDBOOK

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.

We have programming available for kids ages 6 weeks through middle school.

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. For information about Capitoland Christian School, please see that separate handbook.

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

We are open Monday through Friday from 6:00 a.m. to 6:00 p.m.

Our program year runs from September 1 through August 31 for daycare children, and from September 1 through the end of the academic 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 by August 15. Please follow your family's registration envelope to determine what is needed.

The following documents are required two weeks before your child's first date of attendance (if new to Capitoland) or by August 15 if your child is currently enrolled:

- Enrollment Form
- Tuition Express Payment Information Form (if new or changing banking info)
- Child Health Report (must be dated within the past 12 months)

- Copy of your child's immunization status chart 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 via email promptly with any updates to your child's health, including allergies, medical conditions, or immunizations. Approved formats are below.

Vaccine	Immunization Status
Pneumococcal	Date Needed 06/15/2026
Rotavirus	Date Needed 06/15/2026
DTP/aP	Date Needed 06/20/2026
Polio	Date Needed 06/25/2026
HepB	Date Needed 08/10/2026
Hib	Date Needed 12/25/2026
MMR	Date Needed 12/25/2026
Varicella	Date Needed 12/25/2026
Pneumo-Poly	Date Needed 12/25/2075
RSV	Complete

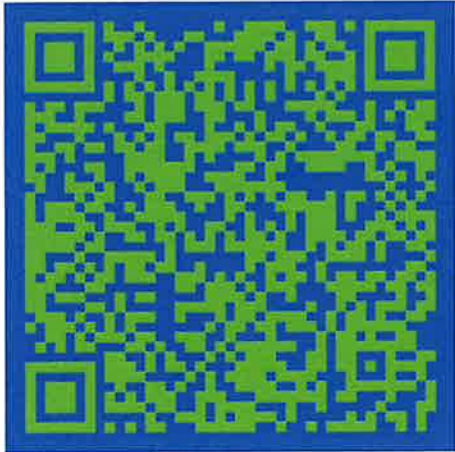
Vaccine Group	Vaccine	Earliest Date	Recommended Date	Quarantine Date	Latent Date
<u>DTP/aP</u>		02/08/2023	03/12/2023	04/12/2023	08/30/2029
<u>HepB</u>		02/08/2023	05/04/2023	03/31/2024	
<u>Hib</u>		08/31/2023	08/31/2023	07/12/2025	08/30/2027
<u>MMR</u>		08/31/2023	08/31/2023	12/31/2023	
<u>Pneumo-Poly</u>		08/31/2041	08/31/2087	08/31/2087	
<u>Pneumococcal</u>		02/09/2023	03/09/2023	04/13/2023	08/30/2027
<u>Polio</u>		02/08/2023	03/12/2023	03/31/2024	
<u>Rotavirus</u>		02/09/2023	03/09/2023	03/12/2023	04/29/2023
<u>Varicella</u>		08/31/2023	08/31/2023	08/31/2026	08/30/2035

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, late arrival, or early pick-up
- Sign up for a Kids' Club 2:52 No School Day
- Complete Under 2 forms
- Access daily and monthly sheets
- View the 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.
- 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 secure and locked building. Parents/guardians may purchase keycards for \$30 each for access during normal hours.
- All visitors must check in at the main office and show ID.
- For the safety of all children and staff, please do not hold doors open for or allow anyone you do not know to enter the building. All visitors must enter through the daycare doors, check in at the office, and present a valid photo ID.
- We have an open door policy for parent visits during the day; please check in at the office upon arrival so we know who is in the building in case of emergency. 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 you would like to allow another adult to pick up and/or drop off as needed without having to give notice the day of, please add their full name to your child's enrollment form.
- Alternate pick-up people 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 a valid photo ID from 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 fill out the attendance form as soon as possible.
- The latest pick-up time is five minutes before closing. This allows parents time to sign out, gather belongings, and connect briefly with staff.
- Late pick-up fees per child: \$25 for the first five minutes, plus \$1 per additional minute.

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 food is 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 on hooks.
- Class treats/birthday treats must be pre-approved by administration to allow enough time 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

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 and loving environment for all children and staff.

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, other children, or staff.

While many behavioral concerns can be addressed through redirection, reteaching, communication with families, etc., some behaviors are considered severe enough to warrant immediate dismissal. Those behaviors include – but are not limited to – intentionally hitting, punching, kicking, biting, slapping, or physically assaulting another child or staff member, a behavior that poses a significant risk to others, and threats of violence. These behaviors are not subject to a warning system and may result in immediate removal from the program. The administration reserves the sole discretion to determine the appropriate response based on the severity, circumstances, child's age/developmental level, and the safety of everyone involved. Capitoland reserves the right to dismiss a child immediately when continued enrollment is determined to be unsafe or not in the best interest of the child, other children, or staff.

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

FIELD TRIPS & SUPPLIES

- All field trips, wipes, and classroom supplies are covered by tuition. More detailed supply lists for each group is located on the last page of the handbook.
- Transportation to outside programs is provided at no extra cost.

DAILY SCHEDULE

- Each classroom follows a consistent and 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 follows 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.

DAILY ABSENCES/LATE ARRIVALS/EARLY PICK-UPS

Please fill out the form on the Parents' Landing Page.

SCHEDULING OPTIONS

- **Fulltime:** 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 for Capitoland Christian School and 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, switching, or cancelling.

LEAVE OF ABSENCE

If you need to take a leave of absence lasting three to twelve weeks, a prorated holding fee of \$30 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
- Good Friday (closing at noon)
- Memorial Day
- Independence Day

ABSENCES, CLOSURES, AND TUITION REDUCTIONS

To ensure proper staffing and planning, Capitoland does not offer tuition reductions, refunds, or credits for absences or schedule changes. We do not allow switching/flip flopping scheduled days. 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.
- School 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 Attendance Report located on the Parents' Landing Page.

WAITLIST & RESERVATIONS

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

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



VACATION POLICY

Children enrolled fulltime 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, age and schedule. Parents, teachers, and administration work together as a team to ensure each child is placed in the environment that will best support his or her 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 learning and play spaces, including a large motor room for year-round active play including a ballpit, bounce houses, and dance parties.
- Outdoor areas for general playground time, nature time, active play, social interaction, summer sprinklers, and winter sledding.
- Expansive natural areas for older children to explore with over 11 acres!
- Dedicated spaces for school-age programming, enrichment activities, STEAM projects, creative arts, games, and special events.
- Secure and well-maintained facilities with controlled building access.

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 decades of experience 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:

- Ongoing in-person communication to make transitions happy and productive.
- Daily sheets documenting bottles, naps, moods, and a personal note about their child's day for kids under 2 years old.
- 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.

EXPLORE CLUBS

Explore - eXperiment - Play - Learn - Observe - Reach - Enjoy

Beginning at age 2, children can participate in 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. Clubs may include activities like soccer foundations, obstacle courses, painting and sculpture, science experiments, gardening, and music. 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 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 with meals.
- Field trips.
- Transportation.
- Themed schedules, crafts, gym/outdoor play, and cool enrichment experiences.

TRANSPORTATION

Transportation is provided to and from school and that cost is included in the tuition. To keep costs appropriate, we need a minimum of at least three kids daily to consider adding a school to our transportation list. We make every effort to group schools and routes efficiently to keep things running smoothly. Our fall 2026 transportation routes are:

- Capitoland Christian School – before and after daily
- Charis – after school pick-up on Mondays, Wednesdays, and Fridays
- Chavez – before & after school fulltime, including 4K afternoon session drop off
- Glacier Edge – after school pick-up fulltime
- Huegel – after school pick-up fulltime
- Leopold – after school pick-up fulltime
- Netherwood Knoll – after school pick-up fulltime
- Olson – after school pick-up fulltime
- Orchard Ridge – after school pick-up on Tuesdays, Wednesdays, and Thursdays
- Prairie View – after school pick-up fulltime
- Queen of Peace – after school pick-up fulltime
- Stoner Prairie – before school on Mondays & after school fulltime

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, breakout classrooms, 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, no school day charges apply.

- **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 prorated.

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
August 16 – September 12, 2026	August 12, 2026
September 13 – October 10, 2026	September 9, 2026
October 11 – November 7, 2026	October 7, 2026
November 8 – December 5, 2026	November 4, 2026
December 6, 2026 – January 2, 2027	December 2, 2026
January 3 – January 30, 2027	December 30, 2026
January 31 – February 27, 2027	January 27, 2027
February 28 – March 27, 2027	February 24, 2027
March 28 – April 24, 2027	March 24, 2027
April 25 – May 22, 2027	April 21, 2027
May 23 – June 19, 2027	May 19, 2027
June 20 – July 17, 2027	June 16, 2027
July 18 – August 14, 2027	July 14, 2027
August 15 – September 11, 2027	August 11, 2027

WEEKLY CYCLE

If you select the weekly cycle, payments are due the Wednesday prior to the week of care. There are no discounts. Example:

Week of Care	Payment Due Date
September 6 – 12, 2026	September 2, 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, 2026, will still receive the currently enrolled family enrollment fee regardless of start date during the 2026-2027 school year if all information is turned in at least two weeks prior to starting.

DAYCARE PRICING

6 weeks until 1st birthday	1 year old until 2nd birthday	2 years old until 3rd birthday	3 – 5 years old
<u>Fulltime</u> 418/week	<u>Fulltime</u> 405/week	<u>Fulltime</u> 360/week	<u>Fulltime</u> 340/week
<u>Part Time (1–4 days a week)</u> 104/day	<u>Part Time (1–4 days a week)</u> 100/day	<u>Part Time (1–4 days a week)</u> 97/day	<u>Part Time (1–4 days a week)</u> 95/day
<u>Flexible</u> 124/day	<u>Flexible</u> 120/day	<u>Flexible</u> 113/day	<u>Flexible</u> 100/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.

KIDS' CLUB 2:52 PRICING

	1 Day	2 Days	3 Days	4 Days	5 Days
Before School	29	58	78	97	102
After School	47	94	120	140	154
Before & After School (Same Day)	57	110	145	167	186
No School Day Early Release (before 1 pm) Late Start (after 10 am) 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 & 4K Wrap-Around	\$150/day
Before School Only	\$50/day
After School Only	\$75/day
Before & After School (Same Day)	\$125/day
Full Day • Early Release (before 1 pm) • Late Start (after 10 am) • 4K Wrap-Around	\$160/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 actively 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. Please be sure to bring home water bottles, sleeping bags, sleep sacks, bed sheets, etc. weekly for washing to maintain a clean, sanitary, and healthy environment. Capitoland provides meals, milk, pack and plays, wipes, and bibs.

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 first 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 UNTIL 3RD BIRTHDAY

- 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 – 3 - 5 YEARS OLD

- Water bottle.
- Sleeping bag/nap mat.
- At least two changes of clothes that fit and are appropriate for the season.
- 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. 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.



Automated Payment Processing



Safe. Convenient. Easy.

We are excited to offer the safety, convenience and ease of Tuition Express®—a payment processing system that allows secure, on-time tuition and fee payments to be made from either your bank account or credit card.

ELECTRONIC FUNDS TRANSFER AUTHORIZATION FOR BANK ACCOUNT AND CREDIT CARD

I (we) hereby authorize (business name) **CAPITOLAND CHRISTIAN CENTER** to initiate credit card charges to the below-referenced credit card account (Section A) OR, initiate debit entries to my (our) checking or savings account, indicated below (Section B). To properly affect the cancellation of this agreement, I (we) are required to give 10 days written notice. Credit union members: please contact your credit union to verify account and routing numbers for automatic payments. Check with the center for accepted credit card types.

COMPLETE ONE SECTION ONLY

SECTION A (Credit Card)

Cardholder Name	Phone #		
Cardholder Address	City	State	Zip
Account Number	Expiration Date	CVV	
Cardholder Signature	Date		

SECTION B (Bank Account)

Your Name		Phone #	
Address		City	State Zip
Bank or Credit Union Name	Bank or Credit Union Address	City	State Zip
Routing Transit Number (see sample below)	Account Number (see sample below)	☐ Checking	☐ Savings
Authorized Signature		Date	

Your Name
Any Street, Anytown
Tel: (001) 555-0000

DATE

0001

PAY TO THE ORDER OF

ATTACH VOIDED CHECK HERE

\$

DEPOSIT SLIPS NOT ACCEPTED

100 DOLLARS

TELEPHONE ORDER

Savings Bank
Any Street, Anytown
Tel: (001) 555-5555

RE

123456789

000123456789

0001

MP

ROUTING
NUMBER

ACCOUNT
NUMBER

CHECK
NUMBER

FOR OFFICIAL USE ONLY

Date Received

Employee Signature

800.338.3884 • procaresoftware.com

© Copyright 2020 Procure Software®, LLC