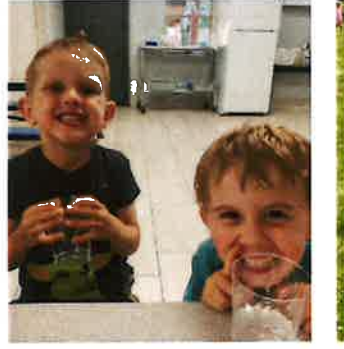


CAPITOLAND CHILDREN'S CENTER

Fall 2024 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!

We are blessed that you have chosen us! This handbook is meant to provide you the resources and information you need regarding daycare and Kids' Club 2:52 for this school year. We also have an elementary school for kids in grades 4K through 3rd grade; more Capitoland Christian School information is in a separate handbook, which the office is happy to provide to you.

If you have any questions about this handbook or at any time, please contact the administrator. We know it may be difficult to leave your child in someone else's care; our team is committed to honoring that by showing your kids love and patience as they grow. We are dedicated to helping your child achieve his or her greatest potential mentally, emotionally, socially, spiritually, and physically, through faith, values, citizenship, safety, understanding, and knowledge. 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 & Calendar

Our Madison location is open from 6 am until 6 pm and our Sun Prairie location is open 7:30 am until 5:30 pm on Mondays through Fridays. The latest pick-up time is five minutes before our closing time; this allows time to sign your child out, gather his/her belongings, and touch base with the staff member. We reserve the right to charge an initial \$25 fee for any time over five minutes plus \$1 each additional minute per child due to tardiness. Our school year runs from September 1 through August 31 for daycare kids and from September 1 through the end of the school year for Kids' Club 2:52.

Enrollment

Each summer, re-enrollment occurs for current families in good standing for the following school year. Enrollment paperwork is due – in full – no later than two weeks before the new school year.

At least two weeks before your child's first day (if new to Capitoland) or at least two weeks before the start of the new school year (if returning), please be sure the following items are turned in:

- Yearly Enrollment Form.
- Tuition Express Payment Information Form.
- Child Health Form (not more than one year old).
- Copy of your child's immunization record from the Wisconsin Immunization Registry:
- Registration fee(s).
- First payment.

The following must be supplied on or before your child's first day of attendance:

- Under 2 intake form (if applicable).
- Monthly sheet (if applicable).

All children must be up to date on all recommended immunizations for their age. Children cannot stay without proper paperwork and/or if they do not have their required immunizations. Please keep the office informed of health-related updates, including allergies, immunizations, etc.

ARRIVAL/DISMISSAL

All children must be signed in and out by their parent/guardian. If someone different will be picking up or dropping off, please notify administration beforehand via email or text with that person's name. All visitors/guests must be at least 18, show proper photo ID, follow Capitoland policies, and check in with the office upon arrival. Kids must be dropped off awake and out of a carseat.

SCHEDULING

In order to maintain appropriate staff to child ratios, each child enrolled at Capitoland follows an attendance policy. Changes to the schedule are subject to policies and approval from administration. Schedules are set on enrollment paperwork. Additional days can be added on a case-by-case basis depending on availability; your account must also be up to date with no balance due at the time of the request and your payment will be processed immediately. If your arrival or departure time is different than what is indicated on the sign in/out sheet, please notify administration in advance for planning purposes.

Daycare Scheduling Options

- Full-time: Monday through Friday.
- Part-Time: a specific set of days each week (i.e. all Mondays and Thursdays).
- Flexible: see below.

Kids' Club (4K and older) Scheduling Options

- Full-time: Monday through Friday.
- Part-Time: a specific schedule each week (i.e. Mondays before & after school and Thursdays after school).
- No School Days.
- Flexible: see below.

Flexible Scheduling

Flexible scheduling is on a limited basis. If accepted, we must receive schedules via email at least four weeks in advance or we may not be able to accommodate in the scheduled classroom and/or for the days submitted. The flexible scheduling option is an additional \$100 fee per school year and does not apply to summer camp. There is no minimum number of days a child needs to attend to keep his/her flexible scheduling status and enrollment current for the school year.

Waitlist/Reservations

Families are encouraged to turn in a waitlist or reservation form to help plan for adequate staffing. Reservations guarantee your spot will be available; being on waitlist means we will contact you when a spot becomes available. Sometimes, spots are available without a reservation; in those cases, it is first-come, first-served for kids with full enrollment packets turned in.

Absences

There are no tuition deductions for absences, inclement weather days, or holidays.

Vacation

Each child attending Kids' Club or daycare on a full-time basis receives five days of vacation time per school year and that time does not carry over into the next school year. Vacation requests must be emailed at least two weeks prior to the requested weeks. Vacation time does not apply to Camp Capitoland. Costs per program are as follows:

- Daycare: \$60/week or \$12/day.
- Before School: \$10/week or \$2/day.
- After School: \$30/week or \$6/day.

- Before & After School: \$30/week or \$6/day.
- Fulltime 4K Wrap-Around: \$60/week or \$12/day.

Leave Of Absence

If you plan to take a leave of absence between three to twelve weeks, a prorated fee of \$10 a day is due in place of the regular weekly tuition or vacation fees. By paying this holding fee, your child's spot can be held for up to twelve weeks. An email must be made at least three weeks in advance and approved by the administrator to request a leave of absence. This does not apply to flexible schedules.

Change of Schedule/Withdrawal

A written or emailed notice three weeks in advance is required when withdrawing or requesting that your child's set schedule be changed. Your child's last day - or the day the schedule change will be effective - is dated three weeks from the date Capitoland receives your notice. Schedule changes are based on availability. If your child is withdrawn at any time prior to the three weeks, you will still be charged the tuition for all three weeks. Only two schedule changes per year are granted. Vacation credit cannot be used during this time.

Holidays

Capitoland is closed on the following holidays. These days are considered paid holidays. If your child is scheduled on a day in which a holiday falls, you are required to pay your regular tuition rate. Vacation days cannot be used on paid holidays.

- 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 (April 18, 2025).
- Memorial Day.
- Fourth of July.

Snow Days/Inclement Weather

Updates will be posted on TV channels WISC (Channel 3), WMTV (Channel 15), WKOW (Channel 27), and on Facebook and Instagram @capitolandkids. Snow days/inclement weather days are paid as if it were a regular attendance day.

CLASSROOMS

Daycare

Our daycare accepts kids starting at 6 weeks old with classrooms set up for kids through five years old. Our classroom placement is based on development first, and then age and schedule. Parents, teachers, and administration work together to find the best fit for each child so that kids can continue to grow, learn, and be appropriately challenged.

Classrooms are arranged with equipment, toys, and materials appropriate for each age/developmental level. Our days include teacher-led physical activity and outdoor play. We have a theme-based Christian curriculum. Early literacy and math skills are focus areas as we create a foundation for life-long learning. We have two locations with multiple indoor play areas. There are outdoor areas for general playground time, sprinklers in the summer, and sledding in the winter. The older kids may go on adventures on our property of over 5 acres in Sun Prairie and 11 acres in Madison.

It is important that children, parents, and staff members all develop a close partnership. Our teachers are assigned to specific classrooms so that those relationships can build. Our staff members have a wide range of experience and education, from still being in high school, to those working on college degrees in early childhood or related fields, through holding master's degrees in education.

- [Infant/Baby Rooms](#)

Our aim in these rooms is to work with parents to bridge the gap between home and daycare and strive for consistency with schedules. We offer storytime, gross and fine motor skill development, sensory activities, outdoor time, and music.

- [Toddler Rooms](#)

We embrace the daring nature of the toddlers by providing them new learning centers as they become more mobile in their exploration. You'll come home with masterpieces from scribbling as they develop pre-writing skills through hand-eye coordination. There is a careful balance of quiet activities and more active times.

- [Preschool Rooms](#)

Our preschool rooms are all about building a school-like routine with the kids, including morning meeting times, educational games, and other activities to build on their social, academic, and emotional development. We start with introductions to letters and numbers. We encourage the children to investigate, engage in purposeful play with peers, and build self-confidence by focusing on hands-on learning activities. Our goal is to facilitate a foundation leading to deeper and interconnected learning.

Note: Public School 4K is considered part of Kids' Club – see that information below.

[Kids' Club 2:52](#)

And Jesus grew in wisdom and stature, and in favor with God and man. (Luke 2:52)

Kids' Club 2:52 hosts a few different programs and is currently available at our Madison location. This program is headquartered in our sanctuary in the church/school building. Transportation is contingent upon enough kids being enrolled at each school to coordinate morning drop offs and afternoon pick-ups. Children enrolled in Kids' Club 2:52 must be full potty-trained and not use pull-ups during programming.

- [Public 4K Wrap-Around](#)

This option is for kids attending 4K programming outside of Capitoland Christian School. Transportation is provided for kids who don't attend 4K at Capitoland. When not in attendance at their 4K program, they will be with the other 4K students in the oldest daycare classroom.

- [Before School](#)

Our program runs from 6 am until drop off at your child's school. This includes any late starts before 10 am. After 10 am, it is an additional (no school day) cost. Breakfast is served at 7:30 am.

- [After School](#)

Our program runs from school pick up time until the latest 5:55 pm pick-up. If school pick-up is any time before 1 pm, there is an additional (no school day) cost.

- [No School Days](#)

On no school days, we offer no school day care from 6 am to 6 pm. Typically, we have a theme for the whole day. Breakfast, lunch, and snacks are provided and included in the cost. Sign-ups occur online via Google Forms and parents can pick and choose whichever dates they want and they are only charged for those specific no school days. If you already typically pay for before and/or after school care on that day, that daily tuition is prorated.

- [Anchor](#)

Our Anchor program was designed to meet the needs of both working parents and kids who needed to complete online learning during the pandemic. *Currently unavailable.*

SAFETY & SECURITY

[Open Door Policy](#)

Capitoland has an open door policy for visits from parents during the school/work day. Be sure to check in with the office upon arrival so we are aware of who is in the building. Please note that this is subject to change depending on safety protocols.

Locked Doors

We are a locked building and parents purchase keycards to gain access during normal business hours; keycards are \$20 each. Anyone other than the parent/guardian must check in with the main office upon arrival.

Communication

Communication with each parent is an especially important part of what happens each day. To maintain a high quality of communication, we touch base with each parent personally at pick-up and drop-off. To aid in consistency, we have daily sheets for kids under 2 years old for communication between staff and with parents on daily feeding schedules, diaper changes, and any other valuable information. Office staff members carry cell phones to contact parents directly throughout the day. We also have daily classroom/sanctuary bulletin board updates. Individual emails are also sent to communicate personal information regarding a child or account information.

Child Supervision

Before you sign your child in and after you sign your child out, he/she must be under your supervision. This means that they cannot go to another room, out to the car, etc. without being escorted by a parent/guardian.

Clothing

Clothes should be modest, age appropriate, and weather-ready. Kids should arrive dressed for the day. We require shoes with backs on them.

Toys & Electronics

Please keep all toys and electronic devices at home. We have plenty of engaging toys and activities at Capitoland and are always open to suggestions for adding new activities and toys. We do not allow toys from home (unless already approved by an administrator). Capitoland does not allow the use of laptops, smartwatches, iPads, etc. during programming, unless it's with our Kids' Club study pod. If your child is required to bring his/her electronic device to school and has it with them, it must stay in his/her backpack. Capitoland is not responsible for any broken or damaged toys or devices.

Unacceptable Behavior

Parents may be contacted to pick up their child due to unacceptable behavior at the center. This includes – but is not limited to - hurting another child or teacher, damaging property, and blatant disrespect. Capitoland has established an optional complementary program to help remain consistent with behavioral interventions and assistance.

ILLNESS & MEDICATION

It is important that we maintain a healthy environment at Capitoland. If you receive a call from Capitoland regarding your child's illness or symptoms, it is out of concern for your child's well-being as well as the well-being of all children at Capitoland. We consult current state and CDC recommendations on when a child should be excluded from the center, sometimes taking a more cautious approach based on current local data and best practices.

If your child is unable to participate in usual activities due to not feeling well, parents will be contacted.

- We may require a doctor's note before a child can return to the center.
- If your child has a temperature of 100 degrees or above, is vomiting, has diarrhea, or has any other questionable symptoms, parents will be notified to pick their child up.
- Until parents can pick their child up, we may place the child in an alternate classroom with a qualified staff member in order to keep exposure low and not risk the health of others.

Prescription or non-prescription medications such as - but not limited to - aspirin, inhalers, cough medicine, ear drops, nose drops, powders and salves, sunscreen, or bug spray) can be given or applied to a child following these guidelines:

- A signed, dated, written authorization form is on file in the classroom.
- Prescription medication is in the original container and labeled with the child's name, date, name of the drug, dosage, instructions for administering, and physician's name.
- Prescription medication may only stay at Capitoland during the period noted on the authorization form.
- Non-prescription medication is labeled with the child's name and is accompanied by the authorization form signed by the parent, including dosage, dates, and instructions for administering.

We do **not** require a medication authorization form for diaper creams and Aquaphor/lotions, as long as your child's is clearly labeled with his/her first name and last initial.

FOOD

Due to children in our center having food allergies, Capitoland does not allow children to bring in food unless it is to be eaten during a meal or snack time. If your child needs something to eat before breakfast, parents can provide a small dry snack which will be consumed at a table in your child's room prior to 7:30. Daily lunches may be brought in and kept in your child's locker or on your child's hook.

If you would like to bring in a treat for your child's class, please check with the administrator beforehand so we can plan accordingly for allergies. The treat will be marked accordingly.

We are blessed to have healthy meals and snacks provided daily. If your child has any allergies or restrictions, our chef will make appropriate accommodations and substitutions. However, you are also more than welcome to bring your child's food if you are more comfortable doing so. Menus are provided as part of the monthly newsletter but are subject to change based on availability and quality of the food at the store. Substitutions may also be made depending on age/development (i.e. having mixed veggies and shredded chicken for younger daycare kids in lieu of a taco). All meals include milk.



PAYMENTS

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 an administrator.

Frequency

Statements are provided the week before your payment is due. You have your choice of two billing cycles – weekly or every four weeks. All accounts are processed on Wednesdays before the week(s) of attendance.

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.

<i>Four week payment due on:</i>	<i>For dates during this timeframe:</i>
July 17	July 21 – August 17
August 14	August 18 – September 14
September 11	September 15 – October 12
October 9	October 13 – November 9
November 6	November 10 – December 7
December 4	December 8 – January 4
January 1 (2)	January 5 – February 1
January 29	February 2 - March 1
February 26	March 2 – 29
March 26	March 30 – April 26
April 23	April 27 – May 24
May 21	May 25 – June 21
June 18	June 22 – July 19
July 16	July 20 – August 16
August 13	August 17 – September 13

Payment Options

- ACH (automatic withdrawal from checking account): no fees, but a 1% discount if paying with the four week billing cycle.
- Credit cards, debit cards, and checks: 3% fee.
- We do not accept cash or money orders.

Late Payments/Expired Payment Information

Payments are processed the Wednesday prior to the week of care given. It is a parent responsibility to have accurate and up-to-date banking information on file. If your payment is declined, there will be a \$15 fee applied to your account. There is a \$30 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. Accounts one week past due are subject to having child care suspended until payment is received in full. Continuous issues with non-payment or declined payments may result in termination of care. Payment are submitted for processing on Tuesday afternoon, so please contact administration if there are any questions before noon on Tuesday.

TUITION RATES

Registration

- Daycare registration: \$75 for the first child; \$25 for each additional child.
- Kids' Club registration: \$50 for the first child; \$25 for each additional child.

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.

Daycare – includes milk, breakfast, lunch, and snack

6 Weeks - 2 Years Old	2 - 3 Years Old	3 - 5 Years Old
Madison Fulltime: 360/week Part-Time: 95/day Flexible: 115/day	Madison Fulltime: 325/week Part-Time: 87/day Flexible: 105/day	Madison Fulltime: 295/week Part-Time: 82/day Flexible: 91/day
Sun Prairie Fulltime: 385/week Part-Time: 100/day Flexible: 120/day	Sun Prairie Fulltime: 350/week Part-Time: 95/day Flexible: 115/day	Sun Prairie Fulltime: 320/week Part-Time: 90/day Flexible: 100/day

Kids' Club – includes transportation (if available), snack for after-school care, breakfast for before school care, & breakfast, lunch, and snacks for no school days

	Weekly	4 Days	3 Days	2 Days	1 Day
Before School	89	84	66	48	24
After School	139	124	104	80	40
Before & After School (Same Day)	164	149	128	100	50
<ul style="list-style-type: none"> • Full Day • Early Release (before 1 pm) • Late Start (after 10 am) • 4K Wrap-Around 	265	240	185	120	60

Sibling Discount

A 25% sibling discount is offered when more than one child from a family attends daycare and/or Kids' Club 2:52. 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 may be available for kids in need of behavioral accommodations. 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. Before school care is not available.

3 – 5 Years Old	\$110/day
4K Wrap-Around	\$120/day
After School Only	\$45/day
<ul style="list-style-type: none"> • Full Day • Early Release (before 1 pm) • Late Start (after 10 am) • Anchor • 4K Wrap-Around 	\$125/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.

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. All supplies must be labeled clearly with your child's first name and last initial.

Parent-Provided Supplies – Under 2

- Formula or breastmilk.
- Cloth or disposable diapers.
 - If cloth, please replenish five diapers and seven inserts in cubbie daily.
- 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





ENROLLMENT PAPERWORK

Once you've received confirmation that you have a spot reserved for your child, we will need the following information at least two weeks before your start date:

- Enrollment form (in the folder).
- **Child Health Report** (from the doctor and dated within the past year, showing that your child is healthy and can attend daycare/school programming). If you are moving from outside of Wisconsin, here is the QR code for that form:



- 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. This is the QR code linking that website. If it doesn't work, please contact your child's physician; typically, it is because your child's physician did not update the WIR with your child's SSN.



- Tuition Express form (in folder).

You can email this information or drop it off in person. If you would like to arrange for another "mini tour" before starting, please let us know! 😊



Capitoland Children's Center

Enrollment Form 2024-2025

Child's Name: _____

Start Date: _____ Referred By: _____

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: _____

Allergies: _____

Dietary restrictions: _____

Schedule (indicate all that apply): Madison Sun Prairie

Capitoland Christian School

Daycare ___M ___T ___W ___TH ___F ___flex

Kids' Club - Before School ___M ___T ___W ___TH ___F ___flex

o School Drop Off Time: _____

Kids' Club - After School ___M ___T ___W ___TH ___F ___flex

o School Pick Up Time: _____

Kids' Club - No School Days Only

Kids' Club - 4K @ another school

o Transportation Details: _____

Kids' Club transportation needs: carseat booster none

Billing: weekly 4 week

I have received and reviewed the 2024-2025 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 by September 1, 2024. 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: _____

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 Church Inc 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.

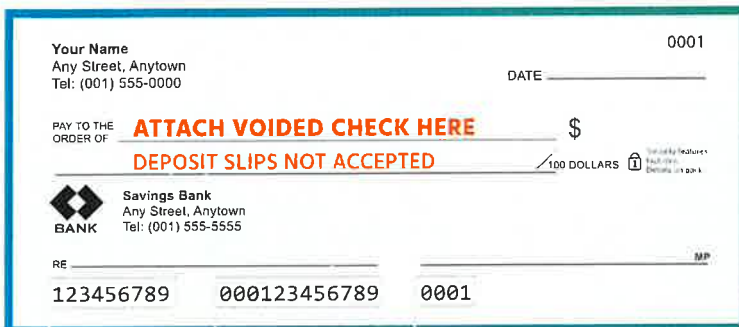
COMPLETE ONE SECTION ONLY

SECTION A (Credit Card)

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

SECTION B (Bank Account) (3% fee per transaction)

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)	<input type="checkbox"/> Checking	<input type="checkbox"/> Savings	
Authorized Signature	Date			



ROUTING NUMBER

ACCOUNT NUMBER

CHECK NUMBER

FOR OFFICIAL USE ONLY

Date Received
Employee Signature

800.338.3884 • procaresoftware.com

© Copyright 2020 Procure Software®, LLC

Capitoland Christian School

**Handbook
2024 - 2025**



3651 Maple Grove Drive, Madison, WI 53719
Call/Text: 608.228.2022 Email: school@capitoland.com

Website: www.capitoland.com

  **@capitolandkids**

REGISTRATION PROCESS & SCHOOL FEES

REGISTRATION PROCESS

At Capitoland Christian School, we see each child as a unique and marvelous gift from God to parents; we consider it an honor to be a part of your child's education. We admit students of any race, sex, creed, national or ethnic origin, and special needs to all the rights, privileges, programs, and activities generally accorded or made available. In addition, we do not discriminate in any of the aforementioned areas in the administration of educational policies, scholarship, and loan programs, and athletic or other school administered programs. Our school program is operated as a ministry of Capitoland.

An application may be obtained by calling, emailing, or in-person. Each classroom is limited to a certain number of students and your child will not have a confirmed spot until the registration fee has been received. Children should be 4 years old on or by September 1st for the 4K program and 5 years old on or by September 1st for the 5K program; exceptions can be made in advance after a conference with the school administrator. All incoming 4K and kindergarten students will be given a screening upon acceptance. Acceptance into other grade levels will require official transcripts from previous schools.

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:** \$3900 is due by August 14. This is an early payment discount for the school year.
- **Semi-Annual Payment Plan:** \$1955 is due with one payment by August 14 and the second payment by January 1.
- **Monthly Payment Plan:** \$415 is due by August 14, September 11, October 9, November 6, December 4, January 1 (2), January 29, February 26, March 26, April 23, and 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 AND AFTER SCHOOL PROGRAMS

Kids' Club 2:52 care is available for children before and after school. Rates for the 2024-2025 school year will be published this summer, along with that enrollment information. The center is connected to the school and children stay within the safe atmosphere of Capitoland. The program consists of children ages 4-12 from many local schools and provides children with snack and activities to cater to the children's diverse interests.

CURRICULUM & OUTCOMES

CCS desires to meet the needs of the whole child by promoting spiritual and moral growth, encouraging academic and intellectual progress, and facilitating physical and social-emotional development. Our emphasis is high quality education combined with the knowledge that God's principles are the confirming basis for our actions and understanding. Our school program is operated as a ministry of Capitoland.

Our teaching staff hold four-year degrees in education. Teachers and staff members function as role models for students. The professional preparation of the instructional staff is a part of the school's testimony and its commitment to parents to provide quality instruction for our students. The low student-to-teacher ratio also allows for more individual attention to each student.

Our school has the responsibility to provide the best education possible. As Christian educators, we desire to teach each student to accept individual responsibility to God for their actions and to challenge them to glorify God in every facet of His life.

LANGUAGE ARTS

Our Language Arts/Reading curriculum encompasses every facet of language. Children will begin their school experience with a reading readiness program which is built on a foundation of meaningful language experiences, sound-symbol relationships, and the structure of language. Their skills are acquired through natural learning situations in which reading, writing, speaking, decoding, signing, and listening are practiced. As each year progresses, additional bricks of reading comprehension, spelling, phonics, and more challenging literature-based activities are laid. Students exercise their increased language skills through activities such as book making, letter writing, and dramatic play. Our goal is to equip and prepare your child with the essential skills needed to succeed in school and throughout his/her life.

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

- Spell his or her first and last name.
- Recognize all 26 upper and lowercase letters.
- Know the relationship between letters and sounds.
- Recognize and spell some simple words.
- Know the different parts of a book (i.e. front and back cover, title page).

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

- Read sight words.
- Use letters to make words.
- Read and write high frequency words with accuracy.
- Identify short and long letter sounds.
- Write short sentences.

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

- Write about information.
- Describe people, places, and things with relevant details.
- Use phonics and word learning skills.
- Ask and answer questions about a text.

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

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

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

- Use correct grammar and spelling while writing.
- Share accurate details of stories verbally.
- Read more lengthy texts with little-to-no assistance.

MATH

Our mathematics program emphasizes the development of children's mathematical experiences and stresses the practical application of mathematics to daily life. In order to prepare students for the information age, we integrate the use of calculators into the math lessons at an early age. Our goal is to help the students apply their knowledge to solve problems within mathematics and other disciplines.

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

- Count from zero to twenty.

- Identify basic shapes (i.e. triangle, circle, rhombus, and rectangle).
- Identify basic colors (i.e. red, yellow, blue, green, orange, black, white and pink).
- Identify patterns.

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

- Write numbers to 20.
- Understand and uses less than, greater than, and equal to.
- Skip count by twos, fives, and tens.
- Complete simple addition and subtraction problems ($1+3=4$, $4-1=3$).
- Sort objects into categories/classes.
- Identify math symbols (+, -, =) and use positional words (left, right, on, over, under, etc.).

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

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

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

- Work with equal groups to understand multiplication.
- Reason with and divide shapes into equal parts.
- Use addition and subtraction in measurement, time, and money.

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

- One digit multiplication.
- One digit division.
- Collect and graph data.

SCIENCE

Our science curriculum consists of hand-on activities, experiments, and field trips. We teach the children to use scientific processes such as observation, prediction, and recording any analyzing information. We model a love and respect of God's earth and His many creatures. Through science activities, children will gain knowledge about how plants, animals, and people are interdependent.

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

- Know the different seasons and describe weather.
- Know basic parts of the human body, such as head, hands, feet, etc., and will learn about the five senses.
- Learn about plants/animals and demonstrate knowledge of animals and their habitats.
- Understand the concepts of measurement and motion (i.e. push/pull, weight).

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

- Know what body part is used to gather sensory information.
- Use the words never, sometimes, and always to describe the chance of things happening.
- Talk about observations using new vocabulary.
- Compare measures of distance, weight, and height (longer, higher, heavier, etc.).

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

- Understand simple motions in predictable patterns.

- Understands properties of the earth's materials.
- Understands plant survival and structure.

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

- Understand and identify stages in life cycles.
- Understand patterns in weather.

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

- Plan and carry out 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: ART, MUSIC, HEALTH, AND PHYSICAL EDUCATION

Our goal is to promote innovative thinking, creative expression, and develop social competency. Through the exploration of a wide variety of media, musical activities, and actively engaging in activities promoting overall physical fitness and health, the children will become more widely aware of different ways of

expressing themselves. They will build new skills which can be applied in many different activities. We build healthy, lifelong learners.

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

- Separate from caregivers with ease.
- Recite address and phone number from memory.
- Trace and cut different types of lines.
- Keep a steady beat.
- Establish right or left hand dominance.
- Exhibit different movements (running, skipping, walking, etc.)
- Continue developing balance and hand-eye coordination.

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

- Hold pencil and scissors correctly.
- Speak clearly.
- Listen without interrupting.
- Understand the healthy benefits of exercise and movement.

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

- Predict how others might feel in different situations.
- Share how my family and culture makes me who I am.
- Create and respond through art.

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

- Use self-awareness strategies to calm myself and feel safe.
- Understand concepts and strategies related to physical safety.

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

- Exhibit responsible personal and social behavior.
- Value physical activity for health and enjoyment.
- Know basic art concepts and create quality artwork.

BIBLE

The Bible is an important part of our teaching. We share stories from the Bible and integrate them into our overall curriculum.

ATTENDANCE, ARRIVAL & DEPARTURE & SCHOOL CLOSINGS

ATTENDANCE POLICY

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

If your child becomes ill and cannot attend school, please contact the office before 7:30 a.m. When a child misses school due to illness, they will have one day for each day they are absent to make up missed work. If a child misses school three or more days in a row, parents should make arrangements to pick up school work so their child does not fall too far behind.

If a child misses school due to a family vacation, they must make arrangements with the teacher one week prior to leaving to acquire the assignments for that period of time. The teachers, at their discretion, may adjust the assignments to help the child learn in a way relevant to what they are doing during the trip.

DROP OFF & PICK UP

Our bell schedule is contingent upon MMSD's schedule. At present time, here are the start and end times as MMSD published. Should this change, we will notify families.

Start Time

School starts at 8:15 a.m. Monday – Friday.

Children should use the main front doors, and are not allowed in their classrooms earlier than 8:00 a.m. If you will require before school care for your child, please contact the office for registration information.

End Time

School ends at 1:45 p.m. on Mondays and 3:15 p.m. on Tuesdays through Friday.

Children should be picked up no later than 1:55 on Mondays and 3:25 on Tuesdays through Fridays. If your child will need after school care, please contact the office for Kids' Club enrollment.

SNOW DAYS/SCHOOL CLOSINGS

CCS follows the Madison Metropolitan School District when dealing with closings and delays. If our school will be closed due to snow, ice, or other inclement weather there will be a notice on our Facebook and Twitter pages (@capitolandkids) and local news stations. On these days, we still try to provide all day Kids' Club care at a small additional cost. If MMSD chooses to close due to non-weather-related concerns/issues (i.e. COVID), CCS will make its own decisions and notify parents. Notices and announcements will be posted, and you can always call or text the cell: 608-228-2022.

SCHOOL CONDUCT

STANDARDS OF CONDUCT

Our school provides an environment conducive to the spiritual growth and development of young people.

CODE OF CONDUCT

Parents and students agree to abide by the following code of conduct. Students and parents who choose not to abide by these rules and standards will be asked to withdraw. Attendance is a privilege, not a right. The goals are to guide children to the highest principles of Christian leadership, self-discipline, individual responsibility, personal integrity, and good citizenship. The opportunity for development of strong Christian character exists due to the positive Christian standards of conduct, the scholastic planning, and the personal interest between faculty and student.

- I agree to follow all school policies; those stated in the handbook and those established by the school administration.
- I will respect parents, teachers, fellow students, administrators, and all other Capitoland staff.
- I understand the standard of sexual morality that is based on Biblical guidelines and not those of the culture, popular media, or peer groups.
- I will recognize and maintain courtesy and kindness.
- I will refrain from the following behaviors:
 - Possession of a weapon (real or simulated) or any other object that may cause injury.
 - Vandalism, theft, arson, bomb threat or false fire alarm.
 - Possession, ownership, use or intent to distribute illegal drugs, over the counter drugs, tobacco, or alcohol.
 - Harassment (sexual, verbal, physical, social, faith-related).
 - Offensive language (swearing, slander, mockery, gossip, profanity, vulgarity, or offensive slang).
 - Immoral conduct (lying, cheating).
 - Promotion of cults or occult.
 - Dress code violations (see dress code policy).
 - Leaving school premises without permission.
 - Misuse of school property.

CHARACTER CONDUCT

Every subject area, teaching method, attitude, and action of a student or teacher is a means of training character. Character training is taking place throughout the day, no matter what is being taught. Teachers maintain a creative, engaging, orderly, structured, and loving classroom and expect the students to work hard to learn content which will teach them the following.

- Respect authority.
- Apply themselves to the task at hand.
- Seek understanding.
- Do the right thing because it is the right thing to do.
- Pay attention.
- Do their best.
- Finish the job.
- Love wisdom.
- Learn to love hard work.
- Choose things that are excellent.
- Develop habits of orderliness, carefulness, alertness, obedience, persistence, honesty, accomplishment, cooperation, faithfulness, accuracy, being industrious, perseverance, self-control, fairness, thoroughness, confidence, responsibility, decisiveness, steadfastness, discipline, endurance, helpfulness, reasonableness, neatness, patience, judgment, loyalty, and respectfulness.

POLICIES

DRESS CODE

We believe an appropriate manner of dress helps encourage a proper attitude of respect and produces an environment conducive to learning and excellence. In keeping with this philosophy, we have established a dress code that allows for individuality while maintaining a style that is neat, appropriate, and modest.

- All hats must be removed when in the building.
- Dress or khaki pants/shorts; no jeans.
- Girls' hemlines on dresses or skirts should be at or below the knee or leggings/shorts should be worn underneath.
- Dress shirts, collared polo shirts, or placket-front shirts.
- Crew neck shirts without any characters or words.
- Dress shoes or tennis shoes.

Additional Guidelines

- Appropriate clothing for outdoor play (all seasons) is to be on hand daily as children will go outdoors for recess each day.
- Sweatshirts or shirts with printed pictures or words will be up to the discretion of administration. Students will be asked to change if they contain alcohol or tobacco advertising, demonic or frightening pictures, or printing that does not glorify God.
- Sweatpants or swish pants are not considered appropriate.
- Pants must not have holes in them.
- Socks and shoes must always be worn.
- Tennis shoes must be available for physical education classes.
- Hair length for boys should be no longer than collar length.
- Boys will not be allowed to wear earrings to school.
- Body piercing rings may not be worn to school (nose rings, eyebrow rings, lip rings, belly-button rings or tongue rings).

DISCIPLINE POLICY

The best discipline is self-discipline. The policies of the school are designed to help students and faculty work with each other in a pleasant and motivating atmosphere. We expect students to learn the rules and

follow them. Each teacher is given the liberty of making and enforcing classroom regulations in the manner they feel is in accordance with Christian principles, administrative directives, and discipline as set forth in the Scriptures. Teachers are responsible to maintain control in their classroom and to enforce rules and policies whenever they encounter students on the entire church/school campus.

General Rules

- Students must be respectful of the rights and property of others.
- Students must respect the authority of the faculty, support staff, and administration, and always use good manners.
- Students must always use language that is pleasing to God.
- Students are not permitted to run, yell, or act in a disorderly manner in the school or church building.
- Chewing gum is not allowed on campus during the school day.
- Only regular school equipment and materials are to be brought to school. Phones, iPods, or any personal electronic device, games, laser lights, or skateboards may not be brought to school. Squirt guns, knives, pocketknives, or weapons of any kind (real or simulated) are not permitted on school grounds. Violations of this policy may result in suspension or expulsion.
- Throwing snowballs, rocks, sticks, dirt clods, etc. is not permitted.
- All materials such as book covers, lunch boxes, etc. should reflect our standards of good taste and modesty.
- All students are to follow the dress code except on special occasions when permission has been granted by administration.
- All personal items brought to school should be clearly marked with the student's name. Capitoland is not responsible for lost or stolen items.
- Bicycles must not be ridden except in traveling to and from school.
- Do not litter on school property.
- All school equipment is to be used appropriately.
- Lost or damaged school equipment, property, or materials will be replaced by the individual(s) responsible. A fine will be assessed for the damage or abuse of the equipment, property, or materials. Except in cases of unavoidable accidents, students are liable for all damage they cause to Capitoland property, equipment, and/or materials.
- Skateboards, scooters, roller blades, or skates are not to be ridden on Capitoland property at any time unless authorized and supervised by Capitoland personnel.

CLASSROOM POLICY

- Be in your classroom on time.
- Students must come to class prepared with all necessary materials.
- Students must gain permission before leaving their desk or classroom.
- Students may not sit on desktops or lean back in chairs/desks.
- Students may not write on chalkboards or dry erase boards unless directed to do so by the teacher.
- Personal grooming, i.e., combing hair, cutting fingernails, etc. is allowed only in the bathrooms.
- Be respectful and considerate when entering a classroom when class is in progress.
- Students should enter and exit school assemblies or chapel quietly and in a reverent manner.
- Only teachers will adjust thermostats. A student may be asked to open and close windows but should not do so without permission.
- Students are expected to treat their fellow classmates and teachers with respect. Failure to show a respectful attitude toward a teacher will result in immediate dismissal from the classroom.

ILLNESS POLICY

It is important we maintain a healthy environment. If you receive a call from Capitoland regarding your child's illness or symptoms, it is out of concern for your child's well-being as well as the well-being of all other children at school. Administration will let you know when your child may return to school. If your child is ill and stays home from school, please notify administration.

MEDICATION

No prescription medication or non-prescription medication such as (but not limited to) aspirin, cough medicine and nose drops, may be given to a child except under the following conditions:

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

HEALTH EXAMINATIONS

Each child must have a physical examination by a licensed physician and immunization records on file; please have your child's physician fax or mail in the Child Health Form. Every child must be up-to-date on all available vaccinations for their age level; this should be printed from the Wisconsin Immunization Registry.

REFERRAL FOR EVALUATION

Any referral must be made in writing, dated, and given directly to the administrator.

