

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

Signature of Parent/Guardian

I will fill out and complete the general Capitoland Christian Children's Center registration form by August 15.

Signature of Parent/Guardian

I have received and reviewed a parent handbook stating the policies of Capitoland. In enrolling my child, I agree to abide by the policies and procedures which are stated in the Capitoland Christian School handbook.

Signature of Parent/Guardian

I understand this is a full year commitment and I am responsible for paying the full tuition. A Tuition Express form is required to be on file by August 1 for school tuition.

Signature of Parent/Guardian

PLEASE SELECT A PAYMENT PLAN: *Annual* • *Semi-Annual* • *Monthly*
PLEASE PROCESS THE REGISTRATION FEE ON _____ (before August 1).
PLEASE PROCESS THE BOOK/CURRICULUM FEE (\$200) ON _____ (before August 1).

Signature of Parent/Guardian

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

OFFICE USE ONLY

- enrollment form
- tuition Express
- transcripts
- VASD for transportation
- screening
- CHR
- WIR

Date received by admin: _____

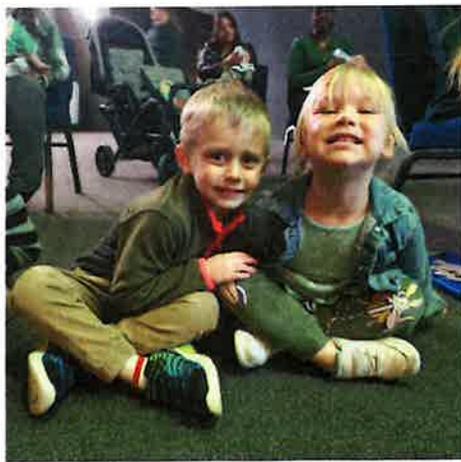
EB REG

SC: _____

Ref: _____

CAPITOLAND CHRISTIAN SCHOOL

2026 - 2027 Handbook



3651 Maple Grove Drive, Madison, WI 53719

Call/Text: 608-228-2022

Email: school@capitoland.com

Website: www.capitoland.com



@capitolandkids

WELCOME TO CAPITOLAND CHRISTIAN SCHOOL!

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

We invite you to explore what makes Capitoland Christian School a place where children are equipped for success, grounded in God's truth, and prepared to make a difference in the world.

REGISTRATION & TUITION

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

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 food from home.

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

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

PAPERWORK

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

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

FEES

- **Registration:** \$100 per child for grades K4 – primary due by August 1st. Non-refundable.
- **Curriculum/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: \$4250 is due by August 14. This is an early payment discount for the school year.
 - Semi-Annual Payment Plan: \$2200 is due with one payment by August 14 and the second \$2200 payment by January 1.
 - Monthly Payment Plan: \$420 is due by August 12, September 9, October 7, November 4, December 2, December 30, January 27, February 24, March 24, April 21, and May 19.

CURRICULUM & OUTCOMES

At Capitoland Christian School, our curriculum is designed to nurture the whole child academically, socially, physically, creatively, and spiritually. Through a balance of structured instruction, hands-on learning, and meaningful experiences, students build strong foundational skills while growing in confidence, independence, and faith.

Each subject area is thoughtfully integrated to support developmental readiness and academic growth while encouraging curiosity, creativity, and a lifelong love of learning. Our main curriculum is the teacher-created Little Minds at Work, supplemented with tools from Jolly Phonics, BJU Press, and Abeka. Bible stories and Christian values are intentionally taught to help connect faith with everyday life, character development, and social-emotional growth. We also emphasize project-based learning, where lessons extend beyond a single day and build upon one another through ongoing exploration, hands-on projects, and collaborative group work. Inter-grade and group projects provide opportunities for children to lead, contribute ideas, and showcase their individual strengths, fostering child-led learning, teamwork, and confidence.

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

LANGUAGE ARTS & READING

Our Language Arts program nurtures every aspect of language development. Students begin their educational journey with a strong reading-readiness foundation grounded in meaningful language experiences, sound-symbol relationships, and early literacy skills. Through engaging and developmentally appropriate learning, students build skills in reading, writing, speaking, listening, decoding, and communication. As children progress through grade levels, instruction expands to include phonics, reading comprehension, spelling, grammar, and literature-based activities. Students regularly practice their developing skills through writing activities, storytelling, dramatic play, and collaborative learning experiences.

MATHEMATICS

Our mathematics program builds strong conceptual understanding while emphasizing real-world applications. Students develop number sense, problem-solving abilities, and logical thinking through hands-on exploration and guided instruction. Mathematical learning progresses from foundational concepts such as counting and pattern recognition to more advanced skills including operations, measurement, data analysis, and multiplication.

SCIENCE

Our science curriculum encourages curiosity and discovery through hands-on activities, experiments, and exploration. Students develop scientific thinking skills including observation, prediction, recording data, and analysis. Instruction emphasizes understanding God's creation and the interdependence of plants, animals, people, and the natural world.

SOCIAL STUDIES

Social Studies focuses on understanding family, community, geography, history, and social responsibility. Students learn about relationships, community roles, cultural understanding, and decision-making. Field trips and guest speakers help connect classroom learning with real-world experiences.

EXPLORATORY LEARNING: BIBLE, MUSIC, HEALTH, ART, PHYSICAL EDUCATION

Exploratory classes foster creativity, social-emotional development, physical health, and spiritual growth. Through music, art, movement, health education, and Bible study, students learn to express themselves creatively, build positive relationships, and develop strong moral character rooted in Christian values.

GRADE LEVEL END-OF-YEAR GOALS

4K

Language Arts & Reading

- Spell his or her first and last name.

- Recognize all uppercase and lowercase letters.
- Understand relationships between letters and sounds.
- Recognize and spell simple words.
- Identify parts of a book (front/back cover, title page).

Mathematics

- Count from 0–20.
- Recognize basic shapes including triangles, circles, rhombuses, and rectangles.
- Identify primary and secondary colors.
- Recognize and create patterns.

Science

- Identify seasons and basic weather patterns.
- Recognize basic body parts and explore the five senses.
- Understand basic concepts of plants, animals, and habitats.
- Explore measurement and motion concepts such as push/pull and weight.

Social Studies

- Identify community helpers and public service roles.
- Understand that rules help keep us safe.
- Recognize and respect differences among people.
- Understand that God created all people.

Exploratory Learning

- Separate easily from caregivers.
- Recite address and phone number from memory.
- Trace and cut various lines.
- Keep a steady beat.
- Identify right and left-hand dominance.
- Demonstrate basic movement skills.
- Develop balance and hand-eye coordination.
- Understand simple Bible stories and God’s love and creation.

KINDERGARTEN

Language Arts & Reading

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

Mathematics

- Write numbers up to 20.
- Understand less than, greater than, and equal to.
- Skip count by twos, fives, and tens.
- Solve simple addition and subtraction problems.
- Sort objects into categories.
- Identify basic math symbols (+, -, =).
- Use positional words (left, right, over, under).

Science

- Identify body parts used for sensory information.
- Use probability vocabulary such as “never,” “sometimes,” and “always.”
- Discuss observations using new vocabulary.
- Compare measurements such as distance, weight, and height.

Social Studies

- Identify community symbols such as traffic signs and lights.
- Locate water and land using maps or globes.
- Identify authority figures and their roles.

Exploratory Learning

- Hold pencils and scissors correctly.

- Speak clearly and listen respectfully.
- Understand the benefits of healthy movement.
- Learn Bible stories and begin memorizing verses.

FIRST GRADE

Language Arts & Reading

- Write informative pieces.
- Describe people, places, and things with relevant details.
- Apply phonics and word-learning strategies.
- Ask and answer questions about text.

Mathematics

- Add and subtract within 20 using strategies.
- Divide shapes into equal parts.
- Measure using non-standard units.
- Tell time to the half hour.

Science

- Understand simple motion patterns.
- Learn properties of earth's materials.
- Understand plant survival and structure.

Social Studies

- Read and create simple maps.
- Understand reasons people spend money on goods and services.

Exploratory Learning

- Predict others' feelings.
- Explore identity through family and culture.
- Create and respond through art.
- Apply Bible stories to daily life and begin memorizing scripture.

SECOND GRADE

Language Arts & Reading

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

Mathematics

- Understand multiplication through equal groups.
- Divide shapes into equal parts.
- Apply addition and subtraction skills to time and money.

Science

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

Social Studies

- Practice conflict resolution skills.
- Use map-reading skills.
- Make decisions about money.

Exploratory Learning

- Use self-awareness strategies to calm themselves.
- Understand physical safety concepts.
- Deepen understanding of Bible stories and memorize additional verses.

THIRD GRADE

Language Arts & Reading

- Write with correct grammar and spelling.
- Share accurate story details verbally.

- Read longer texts independently with minimal assistance.

Mathematics

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

Science

- Plan and carry out investigations.
- Analyze and interpret data.
- Explain cause-and-effect relationships.

Social Studies

- Understand climate concepts.
- Identify notable figures in Wisconsin history.
- Explain everyday money concepts including banking and budgeting.

Exploratory Learning

- Demonstrate responsible personal and social behavior.
- Value physical activity for health and enjoyment.
- Understand basic art concepts and create quality artwork.
- Apply Biblical principles and share God's word with others.

DRESS CODE

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

GENERAL GUIDELINES FOR ALL STUDENTS

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

GIRLS' DRESS CODE

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

BOYS' DRESS CODE

- **Tops:**
 - Dress shirts, collared polo shirts, or placket-front shirts.
 - Crew neck shirts without characters or words.
- **Bottoms:**
 - Pants only, with no holes or excessive rips.
- **Footwear:**

- Dress shoes or tennis shoes.
- **Hair & Accessories:**
 - Hair length for boys should not be longer than collar length.
 - Boys may not wear earrings.
 - Body piercings (nose rings, eyebrow rings, lip rings, belly button rings, etc.) are not permitted.

ATTENDANCE POLICY

Students are expected to be on time every day. If you know your child will be late or needs to leave early on a specific day, please fill out the attendance form on the Capitoland Parents' Landing Page before 7:30 a.m. Students will have one day to make up work for each day of absence. If a child misses three or more consecutive days, parents should arrange to pick up missed work to keep their child on track.

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

DROP OFF & PICK UP

School begins at 8:15 am Monday through Friday. Students should use the main front doors and may not enter the classrooms before 8:00 am. Before school care is offered through Kids' Club 2:52 starting at 6 am.

School ends at 1:45 pm on Mondays and 3:15 pm on Tuesdays through Fridays. Please ensure that your child is picked up by 2 pm on Mondays or by 3:30 pm on Tuesdays through Fridays. If your child will need after-school care, please contact the office to enroll in Kids' Club.

SNOW DAYS/SCHOOL CLOSINGS

Capitoland Christian School typically follows the Madison Metropolitan School District for weather-related school closings and delays. If CCS closes due to snow, ice, or other inclement weather, notifications will be posted on our Facebook and Instagram pages (@capitolandkids) and shared on local news stations. Kids' Club will most likely still be available for the entire day, for an additional fee. In the case of non-weather-related closures, CCS will make its own decisions and notify parents directly. Updates and announcements will also be posted online, and parents can always call or text the Capitoland cell phone at 608-228-2022 for the latest information.

STANDARDS OF CONDUCT

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

CODE OF CONDUCT

Be Safe

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

Be Kind

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

Follow Jesus

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

PROHIBITED BEHAVIORS

- Possession of weapons or items that could cause harm.
- Vandalism, theft, arson, bomb threats, or false fire alarms.
- Possession or use of illegal substances, drugs, tobacco, or alcohol.
- Harassment/bullying (sexual, verbal, physical, social, or faith-related).
- Offensive language (swearing, slander, gossip, vulgarity).
- Immoral conduct (lying, cheating).
- Promotion of cults or occult practices.
- Dress code violations.
- Leaving school grounds without permission.
- Misuse of school property.

CHARACTER CONDUCT

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

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

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

DISCIPLINE POLICY

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

GENERAL RULES

- Respect the rights and property of others.
- Honor the authority of teachers, staff, and administration, using good manners in all interactions.
- Speak and act in ways that are pleasing to God, avoiding inappropriate language and behavior.
- Refrain from running, yelling, and engaging in disruptive behavior.
- Gum and outside candy is not allowed.
- Keep personal electronic devices (including phones, earbuds, Smartwatches, iPods, and games) at home.
- Squirt guns, knives (real or simulated), or any form of weaponry are strictly prohibited. Violations may result in suspension or expulsion.
- All personal items, including book covers and lunchboxes, must reflect standards of modesty and good taste.
- Adhere to the dress code unless given permission for a special occasion by administration.
- Label all personal belongings with the student's first name and last initial. Capitoland is not responsible for lost or stolen items.
- Respect school property by not littering and using school equipment appropriately.
- Replace or pay for any lost or damaged school materials or property. Students and students' families are liable for any damage they cause to Capitoland property.

CLASSROOM POLICIES

- Be on time for class and prepared with necessary materials.
- Students must obtain permission before leaving their desk or classroom.
- Enter and exit classrooms quietly and respectfully, especially when class is in session.

- When attending assemblies or chapel, students should enter and exit quietly and reverently.
- Students are expected to treat their peers and teachers with respect. Disrespectful behavior toward a teacher will result in immediate dismissal from the classroom.

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

HEALTH INFORMATION

ALLERGIES

Any allergies or dietary restrictions should be listed on the enrollment form. If there are updates during the school year, please email those to school@capitoland.com so teaching and kitchen staff can be updated and prepare appropriately for any accommodations.

MEDICATIONS

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

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

ILLNESS POLICY

We strive to maintain a healthy and safe environment for all students. If your child exhibits any symptoms of illness during the school day, you will be contacted by Capitoland to pick up your child. Our primary concern is your child's well-being and the health of the entire school community. Administration will inform you when your child can safely return to school. If your child will be absent due to illness, please fill out the absence report on the Capitoland Parents' Landing page as soon as possible.

BEFORE & AFTER SCHOOL PROGRAMS

Kids' Club 2:52 is available for children before and after school. Rates for the school year will be published in mid-summer, along with enrollment information. Located on-site and connected to the school, the program ensures that children remain in the safe and supportive environment of Capitoland. The program serves children in 4K through middle school from various local schools and offers a variety of activities designed to meet diverse interests.