

# CAMP CAPITOLAND 2025 HANDBOOK

## CAPITOLAND CHILDREN'S CENTER

3651 Maple Grove Drive, Madison, WI 53719

Call/Text: 608.228.2022 • [kids@capitoland.com](mailto:kids@capitoland.com)

Website: [www.capitoland.com](http://www.capitoland.com)

[f](#) [ig](#) [t](#) [@capitolandkids](#)



# WELCOME TO CAMP CAPITOLAND!

*We are truly blessed that you have chosen us! This year promises to be filled with excitement, fun, field trips, special guests, projects, and countless activities designed to inspire your child to live a Godly life.*

*Camp Capitoland welcomes children entering kindergarten through 8th grade. While campers are typically grouped by age and grade level for most activities, they also come together for meals, daily kick-off meetings, and occasional larger group events.*

*Our camp offers a unique experience where kids can grow in God's love through engaging activities and adventure. Led by dedicated camp counselors who serve as cheerleaders, teachers, supporters, and guides, our staff brings a diverse range of strengths and interests—making Camp Capitoland a place where every child can find something they love!*

*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

### Arrival/Dismissal

Camp Capitoland is open from 6 am to 6 pm. Since we close at 6 pm, the latest pick-up is 5:55 so you have time to gather your child, sign him or her out, and gather his or her belongings.

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. 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.

### Enrollment

All enrollment materials (including the summer's attendance dates) are due by May 15.

If your child is enrolled in Capitoland Christian School or Kids' Club for the 2024-2025 school year, we will need just the general enrollment form with the calendar by May 15.

If your child is new to Capitoland and/or didn't attend in the 2024-2025 school year, we will need the following information by May 15:

- Enrollment Form.
- New child enrollment form.
- Tuition Express payment form.
- A copy of your child's immunization record from the Wisconsin Immunization Registry for families with the vaccine and immunization status box located at the bottom. All children must be up to date



on all recommended vaccines to attend any Capitoland program.

- A Child Health Report from your child's doctor dated within the past year, showing that he or she is healthy and can attend school/daycare programming.

Children must have all proper paperwork in at least two weeks in advance of the first day of attendance.

## **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.

### *Absences*

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

### *Change of Schedule/Withdrawal*

A written or emailed notice three weeks in advance is required when withdrawing. 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. If your child is withdrawn at any time prior to the three weeks, you will still be charged the tuition for all three weeks.

### *Holidays*

Capitoland is closed on the following 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.

### *Closures*

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

## **SUPPLIES**

Please be sure children have the following items daily. These items should be labeled clearly with your child's name. Items can be kept on the child's hook; on Fridays, everything is sent home to be washed and so it doesn't get misplaced during weekend worship services and church events.

- Tennis/running shoes.
- Swimsuit.
- Towel.
- Extra set of clothes.
- Water bottle.

In the past, some kids have found bringing an extra pair of shoes or flip flops for water time, sunglasses, hat, and extra towels helpful.

# POLICIES

## 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 pandemic and safety protocols.

## Accident/Injury

Accident reports are written for any event needing significant First Aid attention. Parents will be notified at pick-up in cases requiring a Band-Aid or ice pack. If the issue is significant, parents will be notified immediately and 911 may be called.

## Dress Code

To ensure a fun, active, and respectful environment during summer camp, the following dress code will apply. Our dress code allows for individuality while maintaining a style that is neat, modest, and appropriate. Please follow these guidelines to help make camp enjoyable for everyone! The dress code is subject to the discretion of our staff. We reserve the right to request adjustments to attire as deemed appropriate.

- **Clothing:** Clothing should be neat, modest, and free from inappropriate or controversial graphics or language. Clothing should be appropriate for active outdoor and indoor play. Sweatshirts, shirts, or other items with printed pictures or words must be approved by the administration. Items that contain alcohol, tobacco, 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.
- **Clothing Condition:** Clothing should not have excessive rips, tears, or holes.
- **Footwear:** Shoes must be sturdy enough for active play (running, jumping, crawling, etc.)—preferably tennis shoes or shoes with back straps. Sandals with back straps are acceptable. Flip-flops should only be worn on water days or at water play times, so be sure to pack a pair in your camp bag for those days.
- **Hair & Accessories:** Hair colors should be natural. Extreme hairstyles and distracting accessories should be avoided. Body piercings are not permitted.
- **Clothing for Outdoor Play:** Wear clothing that is comfortable for running, jumping, crawling, and active play, such as shorts, pants, and sturdy shoes.
- **Girls' Dress Code**
  - **Tops:** Modest tops such as tank tops are allowed, but they should not have spaghetti straps or be too thin. Crew neck shirts and collared shirts are also acceptable.
  - **Bottoms:** Dresses or skirts must have hemlines at or below the knee. If wearing a dress or skirt, girls must wear shorts or leggings underneath. Shorts should be modest and reach at least mid-thigh.
  - **Swimwear:** One-piece swimsuits are required. Tankinis must be modest and cover the midriff completely. No two-piece swimsuits allowed.
- **Boys' Dress Code**
  - **Tops:** Modest and comfortable tops such as crew neck shirts, polos, or tank tops (as long as they are not too thin).
  - **Bottoms:** Boys should wear pants or shorts without excessive rips or holes. Shorts should reach at least mid-thigh.
  - **Swimwear:** Boys must wear trunks or swim shorts. Speedos or excessively short swimsuits are not permitted.

## Behavior Policy

Parents may be contacted to pick up their child due to unacceptable behavior. Hurting another child or teacher, damaging property, or blatant disrespect could lead to a parent phone call and pick-up. Parents may be asked to replace items that were damaged and/or destroyed. In cases where the child might have an IEP, 504, and/or extenuating behavioral needs, Capitoland has established a complementary specialized program to help remain consistent with behavioral interventions and assistance during transition times by a go-to support person trained in individualized child-specific interventions. The weekly fee is \$500 and the daily fee is \$120. These rates are set and are not eligible for sibling discounts. Availability is limited.

### Illness/Sickness Policy

It is important that we maintain a healthy environment at Capitoland. If you receive a notification 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 the center.

- Capitoland will use state and CDC guidelines as recommendations for when a child should be excluded from the center.
- If your child develops a fever of 100F or above, parents will be contacted and your child may need to be picked up.
- If it seems your child is unable to participate in the usual activities of the day due to not feeling well, parents will be contacted.
- Until parents are able to 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.

### Medication Policy

Any medication must be given directly to a staff member along with a signed medication authorization form. Prescription and non-prescription such as – but not limited to – aspirin, ibuprofen, cough drops, ibuprofen, nose drops, sunscreen, and bug spray may be given or applied to a child under the following conditions:

- A signed and dated medication authorization form accompanies the medication.
  - Prescription medication is in the original container and labeled with the child's name, date, name of the drug, dosage, instructions for administering the medication, and the physician's name.
- Prescription medication may only be left at Capitoland during the period noted on the authorization form.

### Food Policy

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 should provide a 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. It will be marked accordingly so that the teachers know that permission was given.

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. All lunches from home must be fully prepared, as teachers and other staff will not be able to use the oven, stovetop, or microwave while supervising meal times. 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.

### 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.

### 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.

## 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 through Anchor or with our Kids' Club study pod. Capitoland is not responsible for any broken or damaged toys or devices. It is the staff's responsibility to ensure the safety of the children, not their possessions. There may be special days when we allow items from home, but parents will be notified in advance via email and/or signage on the clipboard.

## PAYMENTS & TUITION

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.

### 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: additional 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 \$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. Accounts one week past due are subject to having camp suspended until payment is received in full. Continuous issues with non-payment or declined payments may result in termination of care.

### 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.

	1 <sup>ST</sup> CHILD (\$50 registration fee)	EACH ADDITIONAL CHILD (\$25 registration fee)	BLUE ZONE
WEEKLY	210	185	150
DAILY	53	47	40

# CAMP CAPITOLAND 2025

CAMP ENROLLMENT PAPERWORK IS DUE BY MAY 15, 2025.

Child's Name: \_\_\_\_\_ 2025-2026 Grade: \_\_\_\_\_

1. Please circle all the dates that your child will be attending. You will be charged for all the dates circled, regardless of attendance. Initials: \_\_\_\_\_

JUNE					JULY					AUGUST				
2	3	4	5	6		1	2	3	X					1
9	10	11	12	13	7	8	9	10	11	4	5	6	7	8
16	17	18	19	20	14	15	16	17	18	11	12	13	14	15
23	24	25	26	27	21	22	23	24	25	18	19	20	21	22
30					28	29	30	31		25	26	27	28	29

2. If your child will be attending summer school and will need transportation from there to Capitoland, please indicate the following: School: \_\_\_\_\_ Dates: \_\_\_\_\_ Pick-Up Time: \_\_\_\_\_

3. I have received and reviewed the 2025 Camp Capitoland handbook. In enrolling my child, I agree to abide by the policies and procedures which are stated in the handbook. Initials: \_\_\_\_\_

4. I give permission for emergency medical care or treatment to be used if I cannot be reached immediately. Initials: \_\_\_\_\_

5. I give permission for my child to participate in field trips during operating hours. I give permission for my child to be transported to and from the center when transportation is provided by Capitoland. Details will be sent to me in advance of each trip. Initials: \_\_\_\_\_ ☐ carseat ☐ booster ☐ none

6. 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: \_\_\_\_\_

7. Sunscreen can be applied by: ☐ child ☐ staff Bug spray can be applied by: ☐ child ☐ staff

8. Daily drop-off time: \_\_\_\_\_ Daily pick-up time: \_\_\_\_\_

9. Allergies/Restrictions/Medical Notes: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## TAKE YOUR SUMMER TO THE NEXT LEVEL WITH THE BLUE ZONE!

The Blue Zone is a junior counselor leadership training program designed just for middle schoolers who have been part of our Capitoland family for at least one year! Kids should be entering 6 – 8<sup>th</sup> grade in the fall.

### ☀ What's in it for you?

- ✓ Take part in exciting team-building adventures
- ✓ Enjoy **discounted camp rates**
- ✓ Step up as a leader by planning activities for younger campers and daycare kids
- ✓ Gain exclusive access to **special Blue Zone events**
- ✓ Build lifelong friendships while developing leadership skills

This is your chance to **make this summer unforgettable!**

💡 **ONLY 5 SPOTS AVAILABLE!** Blue Zone applicants must also complete the **student application** (QR code above) **by May 15**. Families will be notified of acceptance **the week of May 18**. If a child is **not accepted**, they are still welcome to attend camp, and **regular camp rates will apply**. Parent Signature: \_\_\_\_\_



<http://rb.gy/ke8sv7>

# CAMP CAPITOLAND 2025

*featuring* waterslides & sprinklers • fun runs • arts & crafts • special guests • gymnastics • dance parties • football • field trips • friendship bracelets • gardening • bounce houses • community service • scavenger hunts • *and more!*

June 1 - 7	<b>JOURNEY THROUGH THE AGES:</b> From prehistoric times to the far future, campers will bring history back to life in the wackiest ways possible with hands-on activities.
June 8 - 14	<b>ARTFUL ANTICS:</b> It's time to think outside the box and create one-of-a-kind masterpieces. This week is all about having fun and letting your imagination run wild!
June 15 - 21	<b>MOO'VIN -N- GROOVIN':</b> Learn fun dance styles, music, and creative movement challenges as we groove through the week.
June 22 - 28	<b>TREASURE HUNTERS:</b> Time to test your skills and follow maps, decode riddles, and discover hidden gems around you!
June 30 - July 5	<b>SPACE PIRATES:</b> Set sail through the stars and prepare for the ultimate space-faring adventure.
July 6 - 12	<b>CAMP'S GOT TALENT:</b> From singing and dancing to acting and comedy – it's your chance for the spotlight. This week is all about celebrating YOU!
July 13 - 19	<b>SEVEN WONDERS OF THE (WATER)WORLD:</b> Dive into a week of aquatic adventure and explore the ocean's most incredible mysteries while having fun in the deep blue.
July 20 - 26	<b>INVENTORS WORKSHOP:</b> Calling all aspiring inventors and innovators! Here is your chance to turn your wildest ideas into real-world inventions.
July 27 - August 2	<b>TROPICAL PAIR-A-DICE:</b> Pack your bags as we tackle tropical themed challenges and enjoy the sunny vibes of island life.
August 3 - 9	<b>RESTAURANT WEEK:</b> Enjoy building a business from the ground up!
August 10 - 16	<b>CARNIVAL CHAOS:</b> This isn't your typical carnival: it's a full week of wild, wacky, and totally unexpected fun.
August 17 - 23	<b>SUPERHERO ACADEMY:</b> Train in super skills, create your superhero persona, and embark on epic adventures.
August 24 - 30	<b>SUMMER REWIND:</b> We'll have end-of-summer camp celebrations and replay some of our favorite activities!

<b>RATES</b>	<b>1<sup>ST</sup> CHILD (\$50 registration fee)</b>	<b>EACH ADDITIONAL CHILD (\$25 registration fee)</b>	<b>BLUE ZONE</b>
<b>WEEKLY</b>	<b>210</b>	<b>185</b>	<b>150</b>
<b>DAILY</b>	<b>53</b>	<b>47</b>	<b>40</b>

Field trips, breakfast, lunch, snacks, and most activities are all included in the pricing. A summer calendar with the schedule and off-campus planned activities will be provided the first week of camp.

## CAPITOLAND CHILDREN'S CENTER

3651 Maple Grove Drive, Madison, WI 53719

Call/Text: 608.228.2022 • [kids@capitoland.com](mailto:kids@capitoland.com)

Website: [www.capitoland.com](http://www.capitoland.com)

   [@capitolandkids](https://twitter.com/capitolandkids)





# Capitoland

3651 Maple Grove Drive, Madison, WI 53719

Call/Text: 608.228.2022 • kids@capitoland.com

Website: [www.capitoland.com](http://www.capitoland.com)

   @capitolandkids

## Camp Capitoland 2025 Enrollment Packet

~ Only For Those Not Enrolled in 2024-2025 ~

Child's Name: \_\_\_\_\_  
First Middle Last

Child's DOB: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Child's School: \_\_\_\_\_ Grade in Fall: \_\_\_\_\_ City: \_\_\_\_\_

### General Information

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Father's Name: \_\_\_\_\_

Email: \_\_\_\_\_ Cell: \_\_\_\_\_

Mother's Name: \_\_\_\_\_

Email: \_\_\_\_\_ Cell: \_\_\_\_\_

### Emergency Information

Preferred Hospital: \_\_\_\_\_ ☐ whichever is closest

### Health

Allergies: \_\_\_\_\_

Restrictions: \_\_\_\_\_

**Payment Plan** – Choose either “billing cycle” or “weekly” and then the method of payment.

☐ Billing Cycle: \_\_\_\_\_ ACH \_\_\_\_\_ Credit Card \_\_\_\_\_ Check

☐ Weekly: \_\_\_\_\_ ACH \_\_\_\_\_ Credit Card \_\_\_\_\_ Check

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Please also turn in the following with this enrollment form:

- Attendance calendar/other part of the camp enrollment form.
- Completed Child Health Report (pediatrician fills out) dated within the past year.
- Updated immunization record from the Wisconsin Immunization Registry indicating your child is up to date on all recommended vaccines for his or her age.
- Tuition Express form.



# 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! 😊

Welcome to Capitoland!