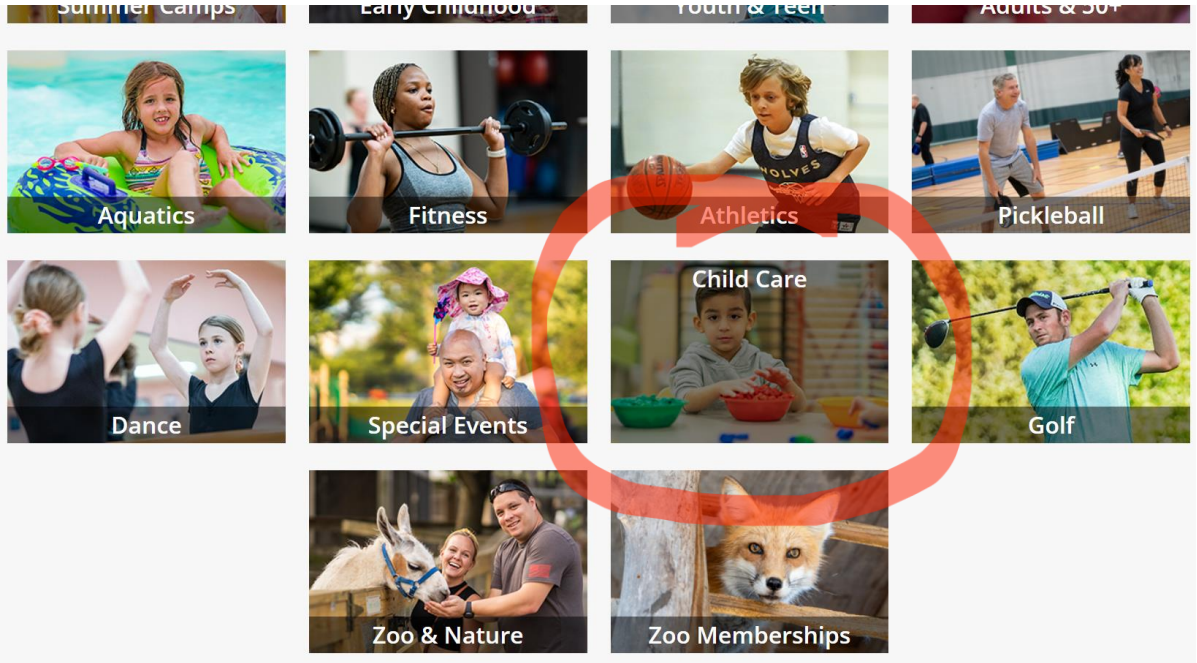
Circle of Friends (COF) Registration is now exclusively ONLINE!

BEFORE YOU START:

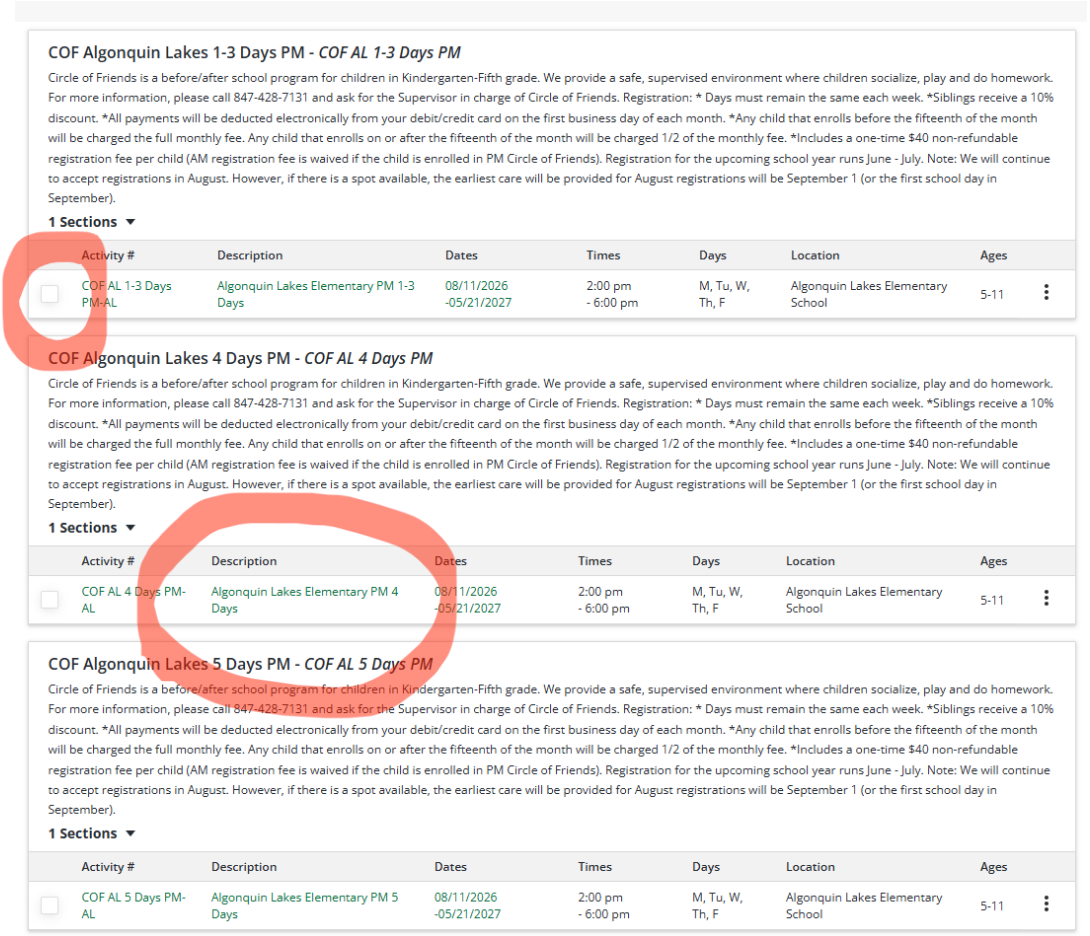
- You **must** have an Online Registration account. See here for "How to Create an Online Account": How to Register | Dundee Township Park District
- Your Household **must** be properly updated with each child, including birth date, before registration. See "Directions to Add Child" with questions.

COF Registration Process:

1. Visit DTPD.org
2. Click the GREEN REGISTRATION BUTTON.
3. In the upper right hand corner, click My Account, and log in.
4. Select Child Care:



5. Scroll to the programs starting with **COF**. Find **your child's school** and the **number of days** each week you need care (1-3 days, 4 days or 5 days) and PM or AM (Liberty only).



COF Algonquin Lakes 1-3 Days PM - *COF AL 1-3 Days PM*

Circle of Friends is a before/after school program for children in Kindergarten-Fifth grade. We provide a safe, supervised environment where children socialize, play and do homework. For more information, please call 847-428-7131 and ask for the Supervisor in charge of Circle of Friends. Registration: * Days must remain the same each week. *Siblings receive a 10% discount. *All payments will be deducted electronically from your debit/credit card on the first business day of each month. *Any child that enrolls before the fifteenth of the month will be charged the full monthly fee. Any child that enrolls on or after the fifteenth of the month will be charged 1/2 of the monthly fee. *Includes a one-time $40 non-refundable registration fee per child (AM registration fee is waived if the child is enrolled in PM Circle of Friends). Registration for the upcoming school year runs June - July. Note: We will continue to accept registrations in August. However, if there is a spot available, the earliest care will be provided for August registrations will be September 1 (or the first school day in September).

1 Sections

Activity #	Description	Dates	Times	Days	Location	Ages
COF AL 1-3 Days PM-AL	Algonquin Lakes Elementary PM 1-3 Days	08/11/2026 -05/21/2027	2:00 pm - 6:00 pm	M, Tu, W, Th, F	Algonquin Lakes Elementary School	5-11

COF Algonquin Lakes 4 Days PM - *COF AL 4 Days PM*

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1 Sections

Activity #	Description	Dates	Times	Days	Location	Ages
COF AL 4 Days PM-AL	Algonquin Lakes Elementary PM 4 Days	08/11/2026 -05/21/2027	2:00 pm - 6:00 pm	M, Tu, W, Th, F	Algonquin Lakes Elementary School	5-11

COF Algonquin Lakes 5 Days PM - *COF AL 5 Days PM*

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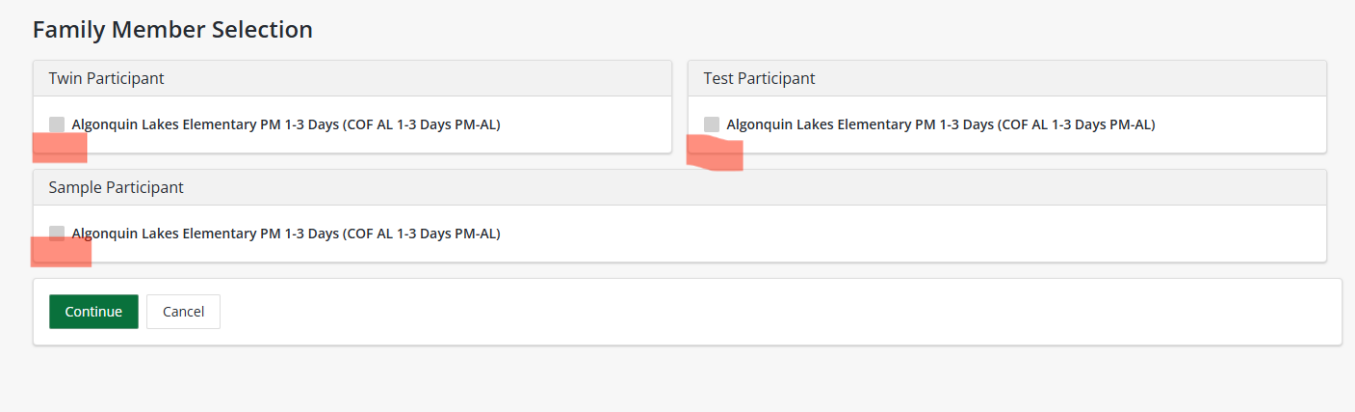
1 Sections

Activity #	Description	Dates	Times	Days	Location	Ages
COF AL 5 Days PM-AL	Algonquin Lakes Elementary PM 5 Days	08/11/2026 -05/21/2027	2:00 pm - 6:00 pm	M, Tu, W, Th, F	Algonquin Lakes Elementary School	5-11

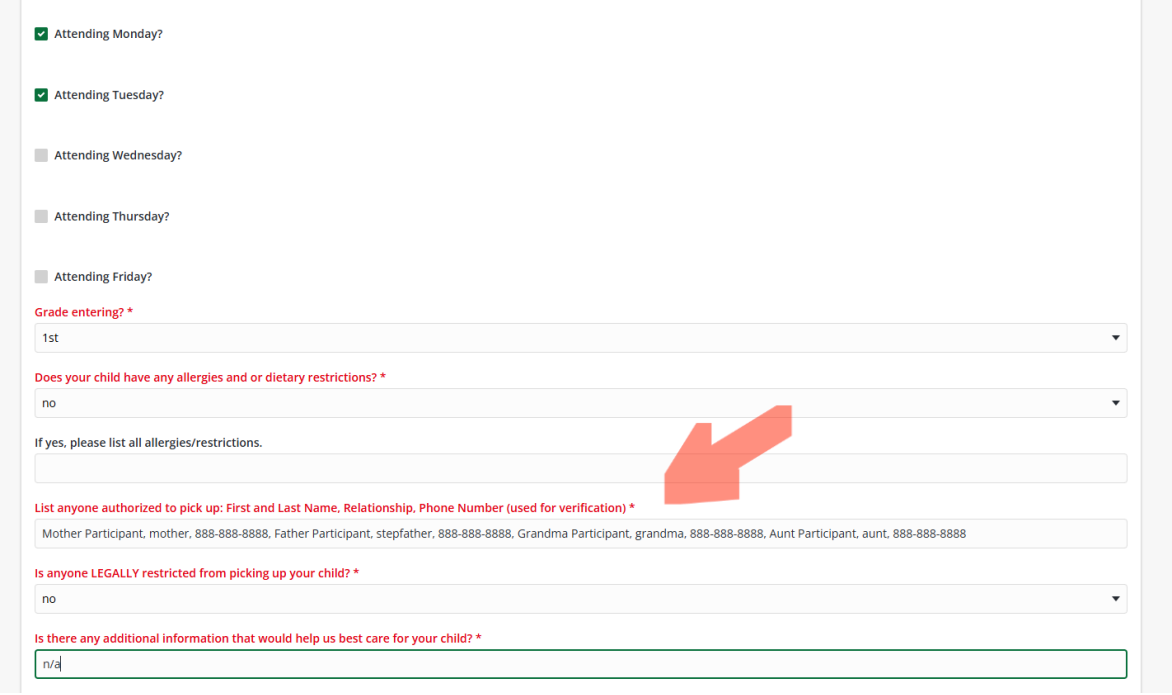
6. Click on the description for fee information. Check the box for the care you need.
7. A pop up will appear with your selected items. Click "Add to Cart".

8. All individuals eligible to enroll will appear. Check the box next to the child who you are enrolling and hit continue. **This process must be repeated for each child.**

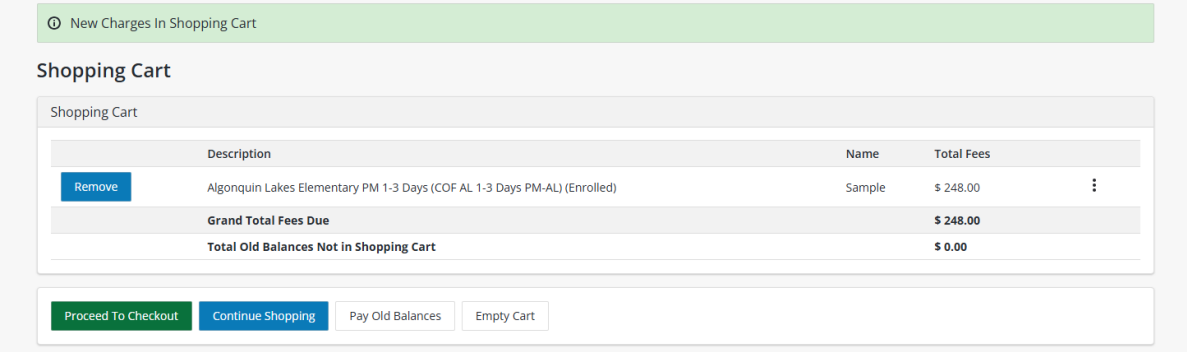


9. Select the days required (if M-F select each box) and answer the questions. **Be sure to include the first and last name plus relationship and phone number of anyone authorized to pick up!**

   Note: *All families must check the ADA compliancy box. If inclusion support is requested, please submit the request found here:* [*ADA | Dundee Township Park District*]



10. Select Billing Option from the two options.
    - Monthly Installment Billing: select **COF Billing Credit Card- New Credit Card**. *You will be required to enter your credit card at this point.*
    - Pay in Full (only available during Open Registration): select **Pay in Full**. *Credit card information will only be required in the final check out screen.*
11. Select "Continue" and this screen will appear.



If there is an opening in the program (your child is enrolled), you will see the monthly fee plus the one time registration fee of $40. **If there is not an opening in the program** (your child is waitlisted), you will only see the fee for the $40 registration fee.

12. **If only registering one child**, select "Proceed to Checkout". Enter credit card information again and Click "Continue" to finalize the process.

    If registering multiple children, select "Continue Shopping" and start process again. Eligible children will automatically pop up for selection.

    A receipt will be emailed to the primary email address listed on the account. If you are waitlisted, the receipt will provide your waitlist position.

Directions to Add Child to Household

- Log in to your account.
- Scroll over name in upper left corner.
- Select Household Account Management.
- Under “Manage Household and Members”, select “Household and Member Update”
- Scroll to the bottom and select “Add New Member”
- A box will appear. Enter information for new child.
- Scroll back to the bottom and click “Save”. The message will state “In order to add to the cart an item selection must be made.” Click “Back” to start selection.
- Under Type, select “Child Care Programs” and hit Search.
- Click Home at the top of the screen and see “Enrollment Process” for next steps.

Directions to Change Payment Information

- Log in to your account.
- Click name in upper right corner.
- Select Update, My Payment Methods.
- Select and update the card showing a billing record link.
    - If you update prior to the monthly billing cycle, the new card will automatically be charged.
    - If you update AFTER your card declined, you will need to go to History & Balances to pay the existing overdue balance.

Directions to Pay Overdue Balance

- Log in to your account.
- Click name in upper right corner.
- Under History & Balances, select Pay Old Balances.
- Under Your Balances, check box next to activity.
- Click Add to Cart and Proceed to Checkout.

Problems with your Household Account?

- EMAIL: **guestservices@dtpd.org**. Please allow up to 24 hours for a response.
- CALL: (847) 428-7131 during the following hours:
  Monday-Thursday: 9:00 am-8:00 pm
  Friday: 9:00 am-5:00 pm

Saturday: 9:00 am-Noon
Sunday: Closed