



Circle of Friends

Before and After School Care

WELCOME

Circle of Friends provides a safe, supervised environment where children may socialize, play and do homework.

The Circle of Friends program is a cooperative venture between the Dundee Township Park District and School District 300. The park district hires, trains and supervises the staff and is responsible for the daily program. The school district houses the program in seven of its schools throughout the district.

Thank you for choosing Circle of Friends for your child care needs. We look forward to providing the quality care you have come to expect from the Dundee Township Park District.

Grades: Kindergarten-5th Grade

Days/Time:

PM CARE • M-F, 2:15-6:00 pm

@ Liberty Elementary School Only

AM CARE • M-F, 6:30 am-start of school, includes Late Start Wednesdays

Care Availability:

- Three Days/Week*
- Four Days/Week*
- 5 Days/Week

*Days must remain consistent.

ENROLLMENT/FEES

Due at Registration

- Completed Registration Form
- Completed Credit/Debit Form*
- Payment to Cover the First Month
- Non-Refundable Registration Fee Per Child

Payments will be deducted from your credit/debit account on the first business day of each month. Payments are divided equally between August – April.

*At this time, DTPD cannot accept Flexible Spending Account cards for payment.

ABSENCE “NO CALL” FEE

The school does NOT notify Circle of Friends if your child is absent from school. If your child is absent on a regularly scheduled day, you must call/text the site phone no later than 2:00 pm. You may also notify the site in advance. A **\$5.00 per child fee** will be charged to the card used for monthly billing if you do not call in your child’s absence. *Credits are not applied when your child is absent on a regularly scheduled day.*

LATE FEE CHARGES

Late Pick Up Overtime Charge

6:01-6:10 pm: \$5.00 per child

Each Additional Minute:

\$1.00 per minute

Charges will be applied to the card used for monthly billing.

In case of an emergency, please make alternate arrangements for your child(ren) to be picked up. Remember to add authorized people for pick-up by notifying your Site Coordinator and calling the DTPD Registration Desk to update your household information.

ADD-ONS

There may be times that you need an unscheduled day of care. We do our best to accommodate requests, space permitting. An additional daily fee of \$30.00 is applied to your account. Requests must be made a minimum of two school/business days in advance and are limited to a maximum of three per month.

PAST DUE ACCOUNTS

Accounts must be current by the fifteenth of the month or a \$25.00 late fee will be applied. If a payment is not made by the end of the month, your child(ren) will be suspended from the program until ALL outstanding balances are paid. After all fees are paid your child(ren) may return to Circle of Friends, provided space is available.

ARRIVAL AND PICK UP

ALL children must come directly to the designated meeting place upon dismissal from their classrooms to check-in.

According to school policy, students are not permitted to return to their classrooms once they are at the Circle of Friends program. This policy will be enforced.

Children enrolled in an after-school club or activity must first check-in with the Circle staff. Before the first meeting, parents must sign a Waiver and Release form (available online).

When you arrive at the site, call or text the site cell phone. Your child will be brought to the designated pick-up location for your site and must leave the program once you arrive. Children are not permitted to call home for an earlier or later pick up. Please forward these directions to any Authorized Pick-Up persons. Verification using the Authorized Pick-Up List will be conducted for all check-outs.

SITE PICK-UP INFORMATION

Algonquin Lakes: enter the main driveway, stop in front of main entrance.

Dundee Highlands: enter the back parking lot off Edwards Ave; go right. Circle around middle parking spots and stop by door 25.

Eastview: enter the main driveway; stop in front of the main entrance.

Liberty: enter the main parking lot (typically used for buses) and follow the playground, stopping at the end of the playground fence closest to Door 8.

Neubert: enter the main driveway; pull all the way forward to the fence/playground.

Sleepy Hollow: enter the main driveway; stop in front of the main entrance.

Westfield: enter the Elementary parking lot; park along the loading zone (next to the playground). Walk to door walk to Door 11. Staff will bring your child to meet you at door 11. Children will not be released to walk to cars alone—a guardian must meet the staff at door 11.

SNACKS/DRINK

Circle of Friends does not provide snack. Snack Time will be allowed each day. If you want your child to eat snack during Snack Time, you must send a snack from home. Be sure to notify staff if your child has a food allergy.

Please send your child to school with a refillable water bottle. Staff will help refill during snack time.

SCHOOL CLOSINGS, LATE START & EMERGENCY EARLY DISMISSAL

In the event the school site is closed or dismissed early due to severe weather conditions or other emergency situations, Circle of Friends will not be held. In this situation, you will contact the school for information on where to pick up your child(ren). Please make sure you have an emergency back-up plan so someone will be able to pick up your child.

If there is a late start, other than scheduled Late Start Wednesdays, AM Circle of Friends will not be held.

The Circle of Friends payments are divided between 10 equal payments. Refunds are not given for cancellations beyond our control. This includes all Remote Learning days and any cancellations due to early dismissal.

HOLIDAYS & SCHOOL DAYS OFF

On student non-attendance days and school holidays, the Park District holds a separate recreation program, School's Out Club. There is a separate fee to participate. Visit www.dtpd.org for details.

PROGRAM WITHDRAWAL

Please contact the Recreation Supervisor via email to stop monthly billing and close your account.

ADD/DROP PROCEDURE

Contact the Recreation Supervisor via email to add/drop days a minimum of one week in advance. Drops may be processed at any time; Adds will be allowed based on site availability.

TOILETING REQUIREMENTS

With no assistance, individuals must be able to use the washroom and change themselves independently. Excessive accidents may result in removal from program.

PERSONAL PROPERTY

The Park District is not responsible for any lost or stolen personal property. **No cell phones, smart watches or electronic devices* are allowed at Circle of Friends.** Other items, including fidgets or toys may also be prohibited if use proves to be an issue. Exceptions may be made for a site "Electronics Day".

BEHAVIOR

A positive approach is used regarding discipline. Staff will periodically review rules with participants during the program session. Should a participant exhibit inappropriate actions, the severity of the action will be determined and the following steps will take place to correct it. Please be sure to notify the site of any family changes that might affect your child's behavior.

First time offense: A verbal warning and a brief time out or redirect.

Second time, same offense: A verbal warning and a brief time out or redirect plus child will participate in a reflection exercise.

Third time, same offense: A verbal warning and an age appropriate time out plus the participant will participate in a reflection exercise and staff will contact parent/guardian. This may result in a Strike (*see below*).

The Park District reserves the right to dismiss a participant whose behavior (or parent behavior) endangers their own safety or the safety of others. To ensure a pleasant and safe environment for everyone, we have adopted the following three-strike* policy.

First Strike:

Participant will be removed from the group. Parent will be called to pick up participant immediately.

Formal warning issued requiring parent signature.

Second Strike:

All of the above under First Strike. Reminder: A third strike will result in dismissal from the program.

Third Strike:

All of the above under First Strike. Participant will not be allowed to return to Circle for the remainder of the school year.

**Depending on the severity of the offense, the student may be removed from the program after any strike.*

HEALTH/MEDICATION

All CDC/IDPH health guidelines will be followed as required.

Please follow D300 Sick Day Guidelines for Circle of Friends. If your child becomes ill during Circle, you or your emergency back-up person will be called and asked to pick up your child within 20 minutes.

The Park District recognizes that program participants will, on occasion, require the administration of medications to maintain health. A Permission to Dispense Medication/Waiver and Release of All Claims form must be completed by a parent/guardian. Park District responsibilities are limited to accepting medications, and making reasonable efforts to provide the prescribed doses at the prescribed intervals to the best of its ability.

COMMUNICATION

Monthly e-news and program changes will be sent via email. Be sure to keep an updated email address on file with the park district registration desk.

Remember to inform the park district of any change in information regarding your child (name, address, phone, emergency contacts, etc.) You may complete a form on site, call the registration desk or email the Recreation Supervisor.

CONTACT INFORMATION:

Recreation Supervisor, *Erin Weingart*
847-428-7131 x2205 • eweingart@dtpd.org

Rakow/Randall Oaks Registration Desk
847-428-7131

Billing Questions, *Susan Pilkerton*
847-428-7131 x1003 • spilkerton@dtpd.org

| CIRCLE OF FRIENDS SITE | Phone #s |
|------------------------|--------------|
| Algonquin Lakes (AL) | 224-268-7147 |
| Dundee Highlands (DH) | 224-325-6160 |
| Eastview (EV) | 847-370-5503 |
| Liberty (LB) | 847-804-2801 |
| Neubert (NE) | 224-325-7857 |
| Sleepy Hollow (SH) | 224-325-0748 |
| Westfield (WE) | 847-804-8212 |