



TOPP KIDS Out Of School Clubs  
5918 3<sup>rd</sup> Street SW Calgary AB T2H 0H8 Canada  
T 403-710-8384 | [www.toppkids.com](http://www.toppkids.com)

# Child Care Withdrawal Notice

## WITHDRAWING YOUR CHILD OR TERMINATION OF CARE

If a family chooses to withdraw from care at TOPP KIDS, a *Child Care Withdrawal Notice Form* must be submitted within the first 5 (five) calendar days of the month in order to have care terminated by the last calendar day of that month. Any *Child Care Withdrawal Notice Form* submitted later than the 5 (five) day period will not be able to terminate care for that month. Any form submitted after the 5<sup>th</sup> will be considered notice for the end of the following month. No refunds of the initial deposit will be given.

### Complete this form and return it to your Program Coordinator

If you have any further questions, please contact your TOPP KIDS program.

-----

This is to advise TOPP KIDS Out Of School Clubs, that I, \_\_\_\_\_, am  
withdrawing my child, \_\_\_\_\_ from (Centre) \_\_\_\_\_ effective  
\_\_\_\_\_.

**Reason for withdrawal** (*optional, this information is for statistical reasons only*)

\_\_\_\_\_

**Feedback** (*Please feel free to use the back of this form if you need extra space*)

1. How has your child or family benefited from his/her experience at this Centre?

\_\_\_\_\_  
\_\_\_\_\_

2. In what ways could we improve the program to better meet your child's or family's needs?

\_\_\_\_\_  
\_\_\_\_\_

## ADMINISTRATION ONLY

Received Date: \_\_\_\_\_ Date Change Takes Effect: \_\_\_\_\_

PAD Account Deleted From Deposit (date): \_\_\_/\_\_\_/\_\_\_ or Cheques Mailed Back (date): \_\_\_/\_\_\_/\_\_\_