



TOPP KIDS Out Of School Clubs
 425 78th Avenue SW Calgary AB T2V 5K5
 E registrations@toppkids.com | 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 5th 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 registrations@toppkids.com

If you have any further questions, please contact your registrations@toppkids.com.

This is to advise TOPP KIDS Out Of School Clubs, that I, _____, am
 withdrawing my child, _____ from (Program) _____ 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 Program?

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

Parent/Guardian Signature: _____ Date: _____

ADMINISTRATION ONLY

Received Date: _____ Date Change Takes Effect: _____

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