



TOPP KIDS Out Of School Clubs /Foundation  
 425 78<sup>th</sup> Avenue SW  
 Calgary Alberta T2V 5K5  
 (E) [registrations@toppkids.com](mailto:registrations@toppkids.com)  
 (W) [www.toppkids.com](http://www.toppkids.com)

## CHANGE OF INFORMATION FORM

If a family chooses to make changes to their information at TOPP KIDS, a *Change Of Information Form* must be submitted within the first 5 (five) calendar days of the month in order to have changes made by the last calendar day of that month. Any *Change Of Information Form* submitted later than the 5 (five) day period will not be able to change their information for that month. Any form submitted after the 5th will be considered for the end of the following month. **\*\*\* ENROLLMENT CHANGES FOR CURRENT SCHOOL YEAR WILL NOT BE ACCEPTED FOLLOWING APRIL 5th, 2023\*\*\***

Section 1 and 6 must be completed in all circumstances.

### Section 1: Member Information \* *Must be completed.*

Last name of child on file: \_\_\_\_\_  
 First name of child on file: \_\_\_\_\_  
 School Attending: \_\_\_\_\_

### Section 2: Changing Personal Information

Child     Parent     Emergency Contact

New Last name on file: \_\_\_\_\_    New First name file: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_    Email: \_\_\_\_\_

### Section 3: Changing Registration Information

\* Spaces are based on availability of individual programs and subject to approval.

#### Registration Type

Kindi Club     Before & Afterschool Program

Currently:     Full Time     Part Time     Drop In

Changing to:     Full Time     Part Time     Drop In     Waitlisted

If you are requesting a Withdrawal from a program, please complete the **Withdrawal Form** found here:

<https://www.toppkids.com/families/forms/>



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### Section 4: Changing Subsidy Information

Subsidy Status:       I Have Subsidy in Place       Waiting For Subsidy  
                                   Subsidy Info Has changed       Not Subsidised

Family ID: \_\_\_\_\_ Child ID: \_\_\_\_\_

Minimum number of hours: \_\_\_\_\_ Subsidy Amount Confirmed \$ \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

*Please attach any Subsidy Approvals from the Government of Alberta / Canada*

### Section 5: Changing Fee Payment Information

Kindi Club       Before & Afterschool Program

Currently:       1<sup>st</sup> of the month       15<sup>th</sup> of the month       Split

Changing to:       1<sup>st</sup> of the month       15<sup>th</sup> of the month       Split

Start Date (month) \_\_\_\_\_

*Please attach an updated PAD Form or post-dated cheques (link found below).*

<https://www.toppkids.com/families/forms/>

### Section 6: Signed Confirmation \* *Must be completed.*

By checking this box and typing or printing my name, I confirm that all the information in this Change of Information Form and related is true.

Members Name: \_\_\_\_\_ Date: \_\_\_\_\_

**ALL COMPLETE FORMS MUST BE EMAILED TO [REGISTRATIONS@TOPPKIDS.COM](mailto:REGISTRATIONS@TOPPKIDS.COM)**

### Accounts Office Only

Received Date: \_\_\_\_\_ Date Change takes effect: \_\_\_\_\_