

WELCOME TO THE CLUB!



TOPP
KIDS
FOUNDATION



PLAY GROW

LAUGH LEARN

WWW.TOPPKIDS.COM

NEW TO TOPP KIDS?

Dear Parents,

We are pleased to welcome you to what will be a very exciting school year with TOPP KIDS Out of School Clubs / Foundation! We are looking forward to a wonderful year of programming, filled with fun for the kids, parents and our staff. The entire team here at TOPP KIDS are dedicated to ensuring the children in our care always **PLAY, GROW, LAUGH & LEARN** in a safe and inclusive environment. This is why so much planning and preparation has been put into our programs. We will be cramming as much fun as possible into our daily routines for an action-packed school year adventure!



TOPP KIDS Kindi-Clubs and Before & After School Clubs are operated by industry professionals certified in First Aid and CPR, trained in Early Childhood Education and Development, and who have a passion for early childhood education.

Thank you for choosing TOPP KIDS for your childcare!

Cody Topp

Owner/CEO

Leslie Topp

Founder/Owner



Quality

We intend to make your child's experience with us as fun as possible every single day they are here! That means we pay close attention to the quality and tone of each day and each week:

- Safety for your child at every level.
- Educators who love being with kids, who care about their well-being, who are well trained and can be counted on to be the kind of role models parents appreciate.
- Activities that provide children with great new experiences, great leaders, and great equipment.
- Unique theme based weeks, projects and clubs that keep children and parents excited.
- It is our commitment to provide the highest quality childcare in Alberta!
- Our programs focus on delivering and maintaining the highest standards in our sector- We are proud to be sector leaders!

Purpose

We intend that after a week of our program your child will have more than just new stories to tell, new friendships to continue or a new interest to pursue. We are committed to bringing **PLAY** and **IMAGINATION** back to kids!



What Goes On at TOPP KIDS?

Our teams are trained to plan and host a variety of exciting activities daily including;

- Arts, crafts and expression
- Cooking
- S.T.R.E.A.M (Science, Technology, Reading and wRiting, Engineering, Arts & Math) programming
- Physical literacy, sports tournaments and group games
- Leadership and citizenship activities
- Kids Clubs
- Literacy and current events
- Media development
- Building competitions
- Nature exploration
- and so much more!!!



Don't forget we also offer exciting weekly themes, throw our own holiday and PD Day parties, have spontaneous dance offs and numerous other activities to keep children engaged and entertained throughout the day!

The program also provides age appropriate interest centers and has full use of physical activity equipment and the playground.

Items Needed for TOPP KIDS Every Day

(labelled with child's name please)

1. Sneakers or shoes with backs are mandatory every day
2. Weather appropriate clothing & hat
3. Minimum 1 water bottle
4. 1 bag or backpack to place all items needed for TOPP KIDS- we do not have cubbies; everything your child needs must fit and stay in one bag



Lunches & Snacks

- Children need to pack a healthy, double stacked morning and afternoon snack, and drinks for everyday as they are not provided (NO NUTS PLEASE)
- No soda or candy please
- For PD and field trip days, pack a lunch in a DISPOSABLE BROWN PAPER BAG ONLY



Program Information

- Weekly postings will be located daily by the Parent Welcoming Table or on our Parents Board
- Postings will include: Special bulletins, suggestion boxes, field trip details, information about activities we have planned, and an additional list of items children may need for activities
- The “**Family Handbook**” has been prepared so parents are aware of our policies and procedures. We hope that you find it helpful. You can find this online at www.toppkids.com or in program at the Parent Welcoming Table with other resources and information. If you have any questions, please don't hesitate to contact us at www.toppkids.com

PD Days & Field Trips

- We have been known to throw theme parties or potlucks and may ask families to bring a dish or item for the group.
- From time to time TOPP KIDS may have special guests visit for educational purposes (eg: the Reptile Guy, Chef Chris, Police Officers, MAD Science, etc.) If you are interested in volunteering as a presenter, please talk to the Program Coordinator.
- Transportation for any trips will be provided for TOPP KIDS by an insured chartered transportation company.
- All children who plan on attending field trips must be on site minimum 1 hour before scheduled field trip departure.
- Families will be **sent a link** to sign up for PD Days to confirm attendance. **Failure to sign up by the closure date** will result in forfeiting your space and Full Time participants will not be prorated for missed days. PD Days are charged separately for Part Time and Drop In families.
- Children **MUST BE DRESSED APPROPRIATELY** for each trip. Failure to bring appropriate clothing will result in the child staying at the centre with the on-site team.



On The First Day...

We like to make sure we meet every family that participates in our program face to face. We ask that you come in with your child and see our program, take a tour and meet the team.

1. Come in through the main school doors and proceed to the gymnasium or designated classroom and sign your child in. We open at 7am. All children will be walked to their doors at the bell. After school kindergarten and grade one children will be picked up from their classrooms and brought to the program. PICK-UPS WILL HAPPEN EVERYDAY UNTIL THE CHILDREN ARE COMFORTABLE WITH THE ROUTINE. (Kindergarten children are picked up year round).
2. Children will put their bags down and will be taken on a tour by one of the leaders.
3. Leaders will then go over emergency information, play some introductory games and explain how TOPP KIDS will work!
4. The children will then get a chance to meet each other through free play before our first team challenges and events.



Our electronics policy helps to ensure that children continue to have social interactions with each other as well as avoid jealousy that may occur amongst those who do not come to the program with these types of games. We will not allow Phones, iPads, gaming systems, or any device capable of a wifi connection. Children are allowed to bring electronics as long as they do not have video or internet capabilities. In addition, we recommend that children leave valuables at home, as TOPP KIDS is not responsible for loss or damage.



Technology at TOPP KIDS

For youngsters today, taking part in the world of technology is just as natural as breathing. For better or for worse, we're living in a heavily mediated world these days, and the best way to make sure that your kids don't become inactive couch-potatoes or naive media-soaking-sponges is to teach them creativity and critical thinking through media literacy. "Media literacy" is an understanding of how media is produced and it is an essential skill for children of the digital era. We try to plan fun ways to promote creativity, active play and critical thinking skills in your mini digital gurus. Some out-of-the-box ideas we use to get your kids involved in technology while bolstering their creativity are Geocaching, digital scrapbooking, coding and robotics, creating movie media and so much more!

**OUR GOAL IS TO CREATE LIFE LONG MEMORIES,
HELP BUILD LONG LASTING RELATIONSHIPS AND
JUST HAVE FUN!!!**



Registration Info

Please complete and return the following registration forms to registrations@toppkids.com as possible to confirm your child's space in our center:

- | | |
|--|--|
| <input type="checkbox"/> TOPP KIDS Consent Package | <input type="checkbox"/> PAD Form (with void cheque) |
| <input type="checkbox"/> Emergency Contact Form (Online application) | <input type="checkbox"/> Child Distal Supervision Form (if required) |
| <input type="checkbox"/> Subsidy Agreement (if required) | <input type="checkbox"/> Child Medication Form (if required) |

Fee Schedule & Payments

Registration Fee

A \$50.00 non-refundable registration fee is required for each family registering in the OOSC or KindiClub program per year. This fee is not applied to any month's payment; it is strictly an administrative fee charged in the first month of care.

Fee Payment

Parents are required to provide post-dated cheques or a completed PAD form for the entire school year at the time of registration. Cheques must be dated for the 1st or 15th of every month. Payments for individual PD Days, Drop-Ins, or any miscellaneous charges must be made via cheque or your PAD account will be charged on the 15th of the following month.

Your child fills one of a limited number of spaces, and your space will be debited monthly whether your child is present or not. TOPP KIDS does not pro-rate fees for absences due to illness, vacation, program closure, staggered entry, or for any other reason. No credits can be given for days missed. TOPP KIDS does not accept cash payments.

CHOOSE YOUR CARE

with our flexible options

OUT OF SCHOOL CLUBS GRADES 1-6	<div style="background-color: #27ae60; color: white; padding: 2px; display: inline-block; font-weight: bold;">BEST VALUE</div> <h3 style="margin: 0;">FULL TIME</h3> <p style="margin: 0; font-size: 1.2em;">\$550 / MONTH</p> <p style="margin: 0; font-size: 0.8em;">Access to morning and afternoon care, PD, Days, ½ Day Fridays, Spring Break, Family Week & Teachers Convention</p>	CAMPS GRADES K-6	<h3 style="margin: 0;">SPRING BREAK/ FAMILY WEEK</h3> <table border="0" style="width: 100%; font-size: 0.8em;"> <tr> <td>PART TIME MEMBERS</td> <td style="text-align: right;">\$45 / DAY</td> </tr> <tr> <td>NON-MEMBERS</td> <td style="text-align: right;">\$75 / DAY</td> </tr> </table>	PART TIME MEMBERS	\$45 / DAY	NON-MEMBERS	\$75 / DAY					
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	NON-MEMBERS		\$75 / DAY									
<h3 style="margin: 0;">PART TIME</h3> <p style="margin: 0; font-size: 1.2em;">\$460 / MONTH</p> <p style="margin: 0; font-size: 0.8em;">PD DAYS are an additional \$35 / DAY INCLUDES Access to morning OR afternoon care, and ½ Day Fridays</p>	<h3 style="margin: 0;">SUMMER CAMPS</h3> <p style="margin: 0; font-size: 0.8em;">Hosted at the Bonavista Rec Center, Calgary</p> <table border="0" style="width: 100%; font-size: 0.8em;"> <tr> <td>TOPP KIDS</td> <td style="text-align: right;">\$275 / WEEK</td> </tr> <tr> <td>SCHOOL YEAR PARTICIPANTS</td> <td style="text-align: right;">\$1000 / 4 WEEK PKG</td> </tr> <tr> <td></td> <td style="text-align: right;">\$2000 / SUMMER</td> </tr> </table>	TOPP KIDS	\$275 / WEEK	SCHOOL YEAR PARTICIPANTS	\$1000 / 4 WEEK PKG		\$2000 / SUMMER					
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<h3 style="margin: 0;">DROP IN</h3> <table border="0" style="width: 100%; font-size: 0.8em;"> <tr> <td>MORNING</td> <td style="text-align: right;">\$30 / DAY</td> </tr> <tr> <td>AFTERNOON</td> <td style="text-align: right;">\$35 / DAY</td> </tr> <tr> <td>EARLY DISMISSAL FRIDAYS (Afternoon only)</td> <td style="text-align: right;">\$55 / DAY</td> </tr> <tr> <td>PD DAY</td> <td style="text-align: right;">\$75 / DAY</td> </tr> </table>	MORNING	\$30 / DAY	AFTERNOON	\$35 / DAY	EARLY DISMISSAL FRIDAYS (Afternoon only)	\$55 / DAY	PD DAY	\$75 / DAY	<h3 style="margin: 0;">CAMP DROP IN</h3> <table border="0" style="width: 100%; font-size: 0.8em;"> <tr> <td>\$70 / DAY</td> </tr> <tr> <td>\$350 / WEEK</td> </tr> <tr> <td>\$40 / FIELD TRIP</td> </tr> </table>	\$70 / DAY	\$350 / WEEK	\$40 / FIELD TRIP
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\$70 / DAY												
\$350 / WEEK												
\$40 / FIELD TRIP												

REGISTRATION FEE

\$50 ANNUALLY
(Charged at the beginning of the care cycle, in addition to the first month fee. Must be paid before care can begin.)

All Prices are based on individual children. Families with 3 or more siblings are eligible for a 10% Discount on the 3rd and subsequent children. Members are families registered as Full and Part Time participants only. All fees are subject to change.

PAD payments are subject to a \$0.15 processing fee / transaction.

CBE, CCSD & CTR Employee Discount: 15% off monthly member fees only. Employees must provide proof of full-time employment with the CBE, CTR or CCSD to be eligible.

To see the Fee Schedule more clearly [CLICK HERE](#)

Payments Made During the Month (PD Days, Drop-ins, etc.)

Payments/cheques given in during the month and charges for PD Days or drop-ins will be deposited on the 15th of the following month. Families must be sure to maintain their accounts so that NSF's do not occur.

If You are a Family Utilizing Child Care Subsidy:

All families with subsidies must provide postdated cheques or PAD approval for the difference between the currently approved subsidy allowance and the cost of their monthly fee for each month registered. Any remaining fees will be charged on the 15th of the following month after subsidy amounts are forwarded back to the program. Parents are responsible for paying any remaining fees by the 3rd Friday of that month. Deposit Policy still applies.

PAD Payments

If families choose to pay via our PAD (Pre-Authorized Debit) payment option, a charge of \$0.15 will be added to cover the processing fee per transaction. This includes monthly fees, any NSF fees or other payments made through ATB. All information collected will only be used for agreed upon fees and only shared between TOPP KIDS Accounting office and ATB.

What Cheques Should Look Like...

Here is an example of an accepted monthly cheque. The cheque should be dated either for the 1st or 15th of the month, NOT for the date the cheque is written. The type of care (Full Time, Part Time, KindiClub, etc.) should be listed in the area designated for "Option Registered For".



Newsletters & Communication

TOPP KIDS is committed to creating easier and more frequent communication with our families and community. Other than direct communication at the program level, TOPP KIDS sends out bi-monthly newsletters, email updates and has created our own [Facebook Page](#)! If you have not received these in the past, please be sure to sign up at www.toppkids.com. All important notices or any emergency information are always sent out though email first!

Make sure TOPP KIDS emails do not filter into your Junk Mail!

To read more about our payment policies and keep up to date with any new policies, please check out our revised [Family Handbook](#) in your program (at the front desk) or online at: www.toppkids.com



TK State Report

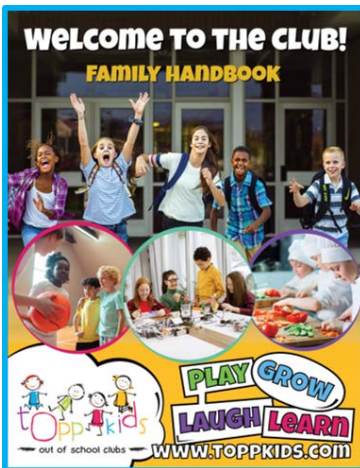
Over the last few years, TOPP KIDS has been a training ground for many practicum students from Bow Valley College, Mount Royal University, Portage College, CDI and Reeves College.

As we wrap up our final practicums for this year, we want to thank our 16 students from this last semester for the amazing work that they have done and we hope their experience with TOPP KIDS assisted in their professional development and sparked an interest in continuing their career with school age care and education.

We did want to share with our families a report created by two of our Year 3 Mount Royal Students, Alex, and Jordynn who developed a STATE REPORT on TOPP KIDS. We thought you would all like to see their hard work, and we would love to share it with you. Check it out by clicking the photo.



Family Handbook



Learn more about TOPP KIDS, our history, policies, and programming in our Family Handbook! This document is accessible at any time through our website or by clicking the photo to the left.

Please take some time to read through the Family Handbook with your TOPP KID. This manual will help you and your child better understand our program, philosophy and policies.

TOPP KIDS Promo Video

Check out the amazing video that was filmed over the course of 2 years at our Evergreen and St. Philips F.A. locations. This promo video is use to help promote TK on social media and online on our site and will continue to grow and be edited as time passes. This project started before the pandemic and was finally able to be finished this year. We hope you enjoy it!



TOPP KIDS Calendar for CBE/CCSD/CTR

2023 / 2024

August 2023						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2023						
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17	18	19	20	21	22	23
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October 2023						
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29	30	31				

November 2023						
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December 2023						
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24	25	26	27	28	29	30
31						

January 2024						
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21	22	23	24	25	26	27
28	29	30	31			

February 2024						
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
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25	26	27	28	29		

March 2024						
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31						

April 2024						
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28	29	30				

May 2024						
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June 2024						
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July 2024 – SUMMER CAMP						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

TOPP KIDS High-Lighted Days	TOPP KIDS Closed
August 31 st - First Day Back - CBE September 5 th - CTR First Day Back September 5/6 - CCSD Staggered entry September 22 nd - CBE and CCSD PD Day October 6 th - CCSD PD Day October 10 th - CTR PD Day October 20 th - CBE PD Day November 1 st - CCSD PD Day (Faith Day) November 9 - 14 th - CBE PD Day (Fall break) November 13 th - CBE CLOSED- NO ACCESS November 24 th - CBE/CCSD/CTR PD Day December 8 th - CBE PD Day December 20 th - Last day of school/TOPP KIDS CCSD December 22 nd - Last day of school/TOPP KIDS CBE/CTR January 15 th - CBE PD Day January 26 th - CCSD PD Day January 31 st - CTR PD DAY February 15 th /16 th - CBE & CCSD Teachers Convention February 20 th -23 rd CTR PD Days (Teachers Convention and Faith Days) March 8 th - CCSD PD Day March 22 nd - CCSD/CBE/CTR PD Day March 26 th - 28 th - CBE Spring Break April 2 nd - 5 th - CCSD/CTR Spring Break April 19 th - CBE PD Day May 17 th - CBE/CCSD PD Day June 10 th - CCSD PD Day June 27 th - CCSD CLOSED- NO ACCESS June 27 th - CBE/CTR Last Day of Program!!!	August - Organizational Days September 4 th - Labour Day September 29 th - CBE National Truth & Reconciliation Day in lieu. October 9 th - Thanksgiving Day November 13 th - TK Professional Development Day December 21 st /22 nd - CCSD Schools Closed- NO ACCESS December 23 rd - January 7 th - Winter Break February 19 th - Family Day March 29 th - Good Friday April 1 st - Easter Monday May 20 th - Victoria Day June 27 th - CCSD Schools Closed - NO ACCESS June 28 th - All Programs Closed July 1 st - Canada Day August 7 th - Heritage Day
	Additional Days
	Each school may choose to assign additional PD days, ½ days or special events. Keep an eye out for our family newsletters for updated dates.

CALENDAR GUIDE	
	CBE School PD Day
	CCSD School PD Day
	CTR Catholic PD Day
	Multiple School PD Days/closures
	TOPP KIDS Closed
	Classes resume for all



LOCATION CONTACT INFO

TOPP KIDS Summer Camps
summer_camps@toppkids.com

Career Opportunities
careers@toppkids.com

Professional Development & Workshops
professional_development@toppkids.com

Integration Coordinator
integration@toppkids.com

Support Team - Calgary & Area
1 (403) 796-3714
info@toppkids.com

Registrations & Accounts Office
1 (403) 452-TOPP (8677)
registrations@toppkids.com
accounts@toppkids.com

General Inquiries / Head Office
1 (403) 710-8384

Prince of Wales School

1 (587) 439-9170
pow_info@toppkids.com

St.Philip Fine Arts School

1 (403) 702-6279
st.philips_info@toppkids.com

Coventry Hills School

1 (587) 436-6378
coventry_info@toppkids.com

Maple Ridge School

1 (587) 434-5623
mapleridge_info@toppkids.com

Evergreen School

1 (587) 434-7318
evergreen_info@toppkids.com

Copperfield School

1 (403) 837-6580
copperfield_info@toppkids.com

Holy Child School

1 (403) 479-7130
holychild_info@toppkids.com

McKenzie Lake School

1 (403) 408-9792
mckenzielake_info@toppkids.com

St.Marys School

1 (403) 464-4398
st.mary's_info@toppkids.com

Bayside School

1 (403) 837-6376
bayside_info@toppkids.com



Dear Parents,

On behalf of the **TOPP KIDS Out of School Clubs and TOPP KIDS Foundation**, allow us to welcome you and your child to our program. If this is your child's first year at TOPP KIDS or if they are seasoned program veterans, thank you very much for your support and commitment to our program.

TOPP KIDS offer industry leading, quality childcare that is conveniently set up in the school that your child attends. We believe in 4 fundamentals that we practice every day in everything we do:

PLAY, GROW, LAUGH & LEARN

We strive to provide innovative and exciting experiences where children can learn and develop through play and exploration. Individualized planning and supportive interactions between our staff and the children help us to create an atmosphere that feels safe and encourages feelings of self-worth, creativity and leadership.

It is our mission to provide accessible, affordable & high quality child care programs and training to Albertan families & Early Childhood Educators.

All of this has been possible because of the support provided from our communities, parents and our dedicated 'Family Members' (staff), which we are very grateful for.

As a team, we pride ourselves on providing a program that meets the changing needs and interests of the children and youth that walk through our doors. Each year we strive to create new opportunities for your children so that they can grow and build intelligence, social emotional competency and continue to move along their path to becoming responsible lifelong learners and leaders.

If at anytime you have questions or concerns about the programs, staff or facility, please feel free to address these issues with the **Program Coordinators or our Program Support Team**. We welcome and value your feedback as well as new ideas and suggestions for improvement. As the year progresses, an experience survey will become available to you. We welcome your input and promise to take your suggestions into account as we continue to ensure TOPP KIDS programs remain rich in both educational value and fun.

Please take some time to read through the **Family Handbook** with your TOPP KID. This manual will help you and your child better understand our program, philosophy and policies. You are required to fill out the consent package and online Timesavr profile on or before the first day of registration and orientation. Care can not be given without these on file.

Thank you for choosing TOPP KIDS Out of School Clubs. We hope that you will enjoy your experience with us as much as we do each year. We are always available for support so please don't hesitate to call **403-710-8384** for more information. Alternatively, check out our website at www.toppkids.com.

Welcome to the family!

Cody Topp
Owner/CEO

Leslie Topp
Founder/Owner