

**Dear Parents,**

On behalf of the **TOPP KIDS Out of School Clubs and TOPP KIDS Foundation**, allow us to welcome you and your children to our program. If this is your child's first year at TOPP KIDS 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. If you are receiving this letter it means you are set all up and have a start date confirmed.



**WELCOME TO THE FAMILY!**

### **Newsletters and 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 newsletters, when important information/changes arise, and you can keep up to date with us on our **Facebook Page!**

Please be sure to sign up at [www.toppkids.com](http://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!**

## 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.

## TOPP KIDS Promo Video

Check out the amazing video that was filmed over the course of 2 years. 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!



Thank you for choosing TOPP KIDS. 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](http://www.toppkids.com).

Welcome to the family!

Owner/CEO

Founder/Owner