



# Booking Form

Please complete all fields and return by fax to our office ASAP to hold your booking.

School Name		School Phone #	
School Address		Direct Phone #	
Coordinator's Name		School Fax #	
Coordinator's Email		Today's Date	

### HOW TO BE PREPARED FOR A CLAY FOR KIDS POTTERY CLASS

Having your classroom ready will enable us to start promptly.

1. **If possible, schedule one room for all the classes** (eg. Art room, lunchroom, or same classroom).
2. The classroom teacher must remain present during the class. **Adult helpers required:**  
Kindergarten/ECS: 1 per 5 children (required). Grades 1-3: 1 or 2 adult helpers (requested).
3. A table or desk is required near an electrical outlet for the instructor's pottery wheel demonstration, with space in front for the students to gather around. Please have a small bucket of water and paper towels for the instructor.
4. Each student needs a **nametag, small container of water** (may be shared), **2 paper towels** and **2 double-pointed, round toothpicks**.
5. During a 10-15 minute wheel demonstration, the instructor will talk about clay and make a cup or bowl on the pottery wheel.
6. Initial instructions are then given for the students to work at their desks on their hand-built projects, with additional instruction being offered as necessary. Projects will be collected starting 10 minutes before the end of the session; students may then clean their desks with paper towels and water.

14 Day cancellation policy in effect, see website FAQ's for details.

**Grades K-3 classes run 75 minutes, Grades 4-6 classes run 75-90 minutes.**

Class Date	Time	Teacher Name	Project (see website for ideas)	# Students	Grade

\* Your invoice will be directed to the school office.

**Clay for Kids - Calgary**

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