



# Class Booking Form

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

<b>School Name</b>		<b>School Phone #</b>	
<b>School Address</b>		<b>Direct Phone #</b>	
<b>Coordinator's Name</b>		<b>School Fax #</b>	
<b>Coordinator's Email</b>		<b>Today's Date</b>	

### 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.**

<b>Class Date</b>	<b>Time</b>	<b>Teacher Names *first &amp; last required</b>	<b>Project (see website for ideas)</b>	<b># Students</b>	<b>Grade</b>

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

Clay for Kids – Red Deer  
Phone: 403.885.0234 / Fax: 403.885.0265 / [www.clayforkidsredeer.com](http://www.clayforkidsredeer.com)

*Bringing the curriculum to life*®