



## SCHOOL/DAYCARE/INSTITUTE Booking Form

School Name:	School Tel No:
Address:	School Fax No:
Coordinator's Name:	Coordinator's E-mail:

**NOTE:** Grades K-3 require 1¼ hrs; Grades 4-6 require 1½ hours.

The ideal location for our program is a room with a sink located either on the main floor with the least amount of stairs possible so we can use our dollies for transporting heavy items. Please advise if stairs will be an issue so our instructors can prepare adequately to arrive on time.

**All fields required. Please use one form per booking.**

DATE	
TIME	
TEACHER	
GRADE	
ROOM NUMBER	
NO. OF STUDENTS	
PROJECT NAME	
PROJECT RETURN DATE	
SPECIAL REQUESTS	
NOTES	

Please return by fax (403-238-8551 or e-mail [calgary@clayforkids.com](mailto:calgary@clayforkids.com))