

2017 – 2018 Booking Instructions

Thank you for your interest in **ATCO Blue Flame Kitchen *Healthy Kids Can Cook In-School Field Trips!***

To make the booking process go as quickly and as easily as possible, we are asking you to read the following information very carefully.

PLEASE ENSURE ALL INFORMATION IS INCLUDED, AND GUIDELINES ARE FOLLOWED OTHERWISE, YOUR REGISTRATION WILL NOT BE ACCEPTED

Opening registration date: **May 15, 2017.**

- There will be a **charge of \$10 + gst per student**
 - Final numbers and allergy information will be due 2 weeks before your scheduled date
 - Invoices will be emailed upon receiving final numbers, and payment will be due within 30 days of receiving this invoice

- Our program is available to students in Grades 3-6 for the 2017-2018 School Year.

- The program runs on Tuesdays and Wednesdays of the school year.

- Program will run from 9:00 a.m. - 11:00 a.m. or 1:00 p.m. – 3:00 p.m. unless otherwise noted. To make scheduling most efficient, ATCO Blue Flame Kitchen will choose the time slot, you will get a choice of the date only. Ensure you choose dates where you can be available the **WHOLE** day. In the case where teachers are booking more than one class together, we will do our best to schedule the classes in the same day and/or consecutive days.

- **Students will get to enjoy the healthy snacks that they make. This will not replace their lunch; it is still expected that they bring lunch to school on the day of the field trip.**

- **Class size maximum: 28 students/session** (Minimum is 15).
 - Students receive full attention of our instructors and want to ensure full safety measures are followed.

We are aware that schools do not necessarily know the size of the classes yet, so if you think there may be more than 28 students in your class(es) please contact us to discuss scheduling options.



PARTNERS IN POSITIVE ENERGY.

The following Tuesdays and Wednesdays are available in the 2017-2018 school year:

<u>Month</u>	<u>Available Dates</u>									
<i>September 2017</i>	6	12	13	19	20	26				
<i>October 2017</i>	3	4	10	11	17	18	24	25	31	
<i>November 2017</i>	1	7	8	14	15	21	22	28	29	
<i>December 2017</i>	5	12	13	19	20					
<i>January 2018</i>	9	10	16	17	23	24	30	31		
<i>February 2018</i>	6	7	13	14	20	21	27	28		
<i>March 2018</i>	6	7	13	14	20	21				
<i>April 2018</i>	3	4	10	11	17	18	24	25		
<i>May 2018</i>	1	2	8	9	15	16	22	23	29	30

Yours truly,



Krista Gray
ATCO Blue Flame Kitchen Senior Community and Project Liaison

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Registration Process

Please note, payment will not be invoiced until after your field trip has been confirmed, you will not be asked for payment during the registration process.

1. Go to <http://www.atcoblueflamekitchen.com/Classes/School-Programs/School-Classroom-Participant-Details>
2. Download the Edmonton Healthy Kids Can Cook In-School Field Trip registration form
3. Fill in entire form, ensuring it is signed and dated.
4. Email completed form back to bfkanswerline@atco.com
5. You will be able to register up to 4 classes per registration form.
6. If you would like to register more than 4 classes, please contact us directly by calling 780-420.7282 or emailing bfkanswerline@atco.com .
7. You will be notified by an ATCO Blue Flame Kitchen Program Coordinator for further instruction regarding your registration and payment.

There will be a **charge of \$10+gst per student** **

Final numbers and allergy information will be due 2 weeks before your scheduled date

- Invoices will be emailed upon receiving final numbers, and payment will be due within 30 days of receipt of invoice

**A limited number of bursaries will be available to schools who cannot afford to pay the fee for our program. For more information on how to apply for this program please call us at 780-420-7282.