



# Earth Center Pottery

## EARTH CENTER POTTERY – STUDIO POLICIES

Of utmost importance to all who are a part of Earth Center Pottery is maintaining an atmosphere of support and serenity. Creativity and community are enhanced as each of us exudes our best selves, endeavoring to be always aware of the effect our words, actions, noise levels and consideration have on others.

Thank you for respecting the space and please bring concerns to me rather than take them upon yourselves.

There are a lot of policies/rules/procedures that go into running the studio. I am listing some of those here, but not all. Please ask me, text me (267-218-0290) if you are not in my class or ask your instructor if you are unsure of any policy or procedure. Thank you for helping the studio to run smoothly, fairly and safely.

A. Registered students working from home:

~If you make something in class, it must be finished in class other than final decorations such as hand painting, carving or burnishing, this includes trimming. Class fees are based on the time that it takes to create and finish work. When students bring home work to finish, they are not keeping within that system and are able to produce more work than other students which isn't fair and is more costly for the studio.

~There are two ways to account for firing fees when creating at home.

1. Purchase clay from ECP at the \$25 per bag price or purchase outside cone 6 clay. When you bring pieces in to be fired, have them in a box with each pot's measurement L x W x H = \_\_ x \_\_ x \_\_.04 for the 4 cents per cubic inch firing fee. **An instructor must check the work in.**
2. Purchase clay from ECP at \$75 per 25lb bag which includes the firing fee. You do not then have to measure each piece. This option ends up being equal to the first if you recycle all of your clay.

B. For in studio use students get the first 25lb bag of clay with a 12-week registration, then bags are \$25.

C. **Classes are once a week for 2 ½ hours with a bonus 2-hour studio time per week.** Studio time can not be saved up and used, it must be used each week and registration is required. **Start and end times of classes and studios need to be adhered to.** There are some exceptions to this for people who teach or help to run the studio at my discretion only.

D. **Outside clay or glazes must be rated to cone 6 or higher** (for wood fire) and glazes must be properly tested. Commercial glazes are not for beginner use. If you are unsure of your clay's firing range, do not bring it in to be fired. **There is a big difference between cone 06 and cone 6.**

E. Check buckets for tools before cleaning up and do not dump slip or clay into sink bins. Ask instructors for proper clean up procedure if you are not sure.

- F. Respect the work of others. Do not touch work on the greenware shelves to look for your own. Ask instructors to create room when necessary.
- G. Glazed work may only be stacked if paper is in between and glaze is dry
- H. Alcohol use should not be a part of regular classes. Special occasions or Friends Night Out are exceptions.
- I. Pieces over 11 inches in any direction require an oversized fee. 4 cents per cubic inch.
- J. **Clean up:** Clay on the floor ie: trimmings or scraps: please very gently sweep them up and put into scrap box on the floor. Any clay from the floor does not go into slip buckets. Never sweep clay dust into the air. Scrape table spaces and place scraps in scrap box, wipe table with a sponge as needed. Wipe up glaze messes.

Thank you for reading these procedures and being an appreciated part of the ECP community.  
I look forward to working with you, keeping our environment safe and creating together!

Jennifer Miller  
Earth Center Pottery