



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 directly to me so that I can make adjustments as necessary.

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 (Jennifer Miller at 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. Pottery tuition for includes one 2.5hr class per week with instruction. For adult classes there is also 2 hours of studio time per week to be used within each week. Studio time cannot 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 with approval, so please do not assume that if someone else is working outside of studio time it is ok for everyone to do so.

1. Missed classes cannot be refunded or applied for studio credit, but may be made up only within that session.
2. Class tuition is nonrefundable but may be applied to a future session within 1 year of registration.

B. **Clay Prices: white and speckled cone 6 clay for studio use is provided at \$25 per bag.**

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.**

C. 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. When you bring pieces in to be fired, have them in a box with each pot's measurement L x W x H = __ 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.

D. Student shelves must be cleared at the end of session if student is not continuing or is taking a session off.

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

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- 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 of clay from 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 surfaces.

For instructors: Please make sure to teach your students to clean all work spaces and leave them as they were found or cleaner. At the end of a class, teachers are responsible to do a final clean up, sponge down the sink, glaze surfaces, wheel tables, wheels and hand building tables. If students don't clean, the teacher has to.

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