



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 always be 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 run smoothly, fairly and safely.

A. Adult pottery classes:

- Tuition includes one 2.5-hour class with instruction and one 2-hour self-directed studio session per week. Studio time cannot be saved up and used, it must be used each week and sign up 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 that it is ok for everyone to do so.
- Class tuition is nonrefundable but may be applied to a future session within 1 year of registration.
- Missed classes cannot be refunded or applied for studio credit but may be made up only within that session.
- Auto-enrolled students who skip a session without notifying info@tylerparkarts.org, will be removed from auto-enrollment.
- New and returning students who registered but did not pay or show up will not be notified for early enrollment in the next session.

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, and trimming. Class fees are based on the time that it takes to create and finish work. When students bring work home to finish, they are not keeping within the system and are able to produce more work than other students, which isn't fair and more costly for the studio.



- There are two ways to account for firing fees when creating at home:
 1. When bringing 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 for \$75 per 25lb bag, which includes the firing fee. You do not have to measure each piece. This option ends up equal to the first if you recycle all your clay.
- D. Student shelves must be cleared at the end of the session if the 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.
- 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 (trimmings or scraps) should be gently swept and placed 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 workspaces 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!

A handwritten signature in black ink that reads "Jennifer Miller". The signature is fluid and cursive, with a prominent loop at the end of the last name.

Jennifer Miller
Earth Center Pottery