

## Student Policies

A. REGISTRATION: **A non-refundable deposit is due at the time of registration**, and is payable through our website. If a student must cancel, please notify NBP as soon as possible and in writing. Only if NBP can fill that class spot, the student can then apply the registration fee toward a future class. **Fees are refunded only if NBP cancels the class in its entirety.** Refunds will be credited to the original payment method or sent in the mail within 1-2 weeks of cancellation.

B. PAYMENT: The remaining tuition is due at the start of class. For classes with multiple meetings, the client understands that payment is for a series of classes. Disenrolling midway through or missing classes will not result in a refund. To reiterate, NBP will not offer refunds after payment has been received, nor does NBP allow registrations to be transferred after a class has started. **Payment by cash is always appreciated; NBP also accepts payment by check and Venmo @nbpottery.**

C. MISSED AND CANCELED CLASSES: All classes that meet over a series of sessions have one built-in make-up date, which is listed in each class's description. **Students who need to make-up a missed class must use that make-up date. If a student cannot make-up that date or misses multiple classes, NBP will accommodate that student only if space is available in another currently scheduled class.** Notify NBP as soon as possible if a student plans to miss a class. Please understand that make-up classes may involve the instructor to divide time between students from different classes and students working on different projects. If a single class (as part of a series) is canceled by NBP for any reason, we will extend the class into the following week and/or utilize the built-in make-up date. Students will be notified regarding any cancellations.

D. ONLINE GIFT CARDS: **All gift card sales are final.** Gift cards are redeemable for pottery classes or private lessons. There is no expiration date on gift cards; however, NBP kindly asks that clients use gift cards within a year of purchase. To register with a gift card, contact NBP directly: 636-395-0179 or [nina@ninabeanpottery.com](mailto:nina@ninabeanpottery.com). **Once registration has been completed, all of our policies about registration, payment, and missed and canceled classes apply.**

E. PARKING AND STUDIO ENTRANCE: Our studio is located within a private residence. Please park in the driveway as space permits. To access the studio, enter the side yard to the left of the garage, walk down the concrete steps and use the lower level door. Upon entering, the studio is immediately to the right. **For the first day of class, it is helpful to arrive 5-10 minutes early; however, please do not arrive earlier than 10 minutes before class. Arriving on time ensures that all students get the most out of their experience.**

F. CLAY PROJECTS DISCLAIMER: There is always a chance of projects breaking or exploding in the kiln. We try our best to return projects as they were created; however, some accidents are beyond our control. We sincerely apologize if a project is damaged in the firing process.

G. PICKING UP FINISHED WORK: All finished pieces should be ready for pick up within four weeks following the class. **NBP will notify students via our website's POTTERY PICK UP page; students will NOT be notified individually.** Students may also contact NBP to inquire about the status of their projects. Any work unclaimed three months after notification through our website will become the property of NBP.

H. DROP OFF/PICK UP: If students are under 5 years of age, parents are required to stay and assist them in the studio. All other children can be dropped off and must be dropped off in the studio (not in the driveway or street), and will not be released to exit the studio unless accompanied by a parent/guardian. Students aged 16-17 must have written permission from a parent to enter and leave the studio independently. Please pick up promptly at the end of class.

I. PARENT AND SIBLING ATTENDANCE: Parents/guardians of enrolled minors are welcome in the studio during class times with the expectation that they allow their children to freely explore the clay and their creativity without interference. Any accompanying siblings must be directly supervised by parents/guardians and have a signed Visitor Waiver on file. Payment is due only for student(s) participating in the class.

J. PHOTOS: NBP may photograph or video student projects, and/or students working in the studio. These photos may be published to our social media platforms or in other promotional media. No student or student work will ever be named or tagged in any photograph or video without prior consent. Students wishing not to be photographed can opt out on the Photography Release Waiver.

K. SAFETY: **Individual Safety** – No eating while working in the studio; however, beverages are acceptable. All students should wear closed toe shoes, and comfortable clothes and shoes that can get messy. For wheel throwing students, no loose hanging jewelry or clothing should be worn, long hair should be pulled back, and long nails should be trimmed. **Studio Safety** – All clay materials contain silica; inhalation of silica can damage your lungs. NBP has adopted operation practices and cleanup procedures to reduce silica dust as much as possible. In addition, the kiln is never turned on, firing nor hot when the studio is occupied.

L. STUDENT CONDUCT: Disruptive or abusive behavior will not be tolerated. NBP reserves the right to exclude any offending parties from the premises at any time if behavior in our opinion is deemed dangerous, inappropriate or causes (or has the potential to cause) offense, harm and injury. No refunds will be given for withdrawal from class due to violation of our conduct policy.

M. PERSONAL BELONGINGS: NBP is not responsible for damage or loss of money, jewelry, equipment, clothing or other personal articles. Clients understand that any valuable items brought into the studio are done so at their own risk.

N. PROHIBITED ACTIVITIES: Smoking and vaping on the premises are not permitted. Drinking alcohol is only permitted for special events organized by NBP and for those of legal age.

## Liability Waiver

I acknowledge and fully understand that I/my child(ren) will be engaging in physical activities that may involve some risk of injury or illness. I acknowledge and have been advised that it is my responsibility to consult with my/my child(ren)'s physician with respect to any past or present injury, allergy, illness, health problem or any other condition or medication that may affect my/my child(ren)'s participation. I assume the foregoing risks and accept full personal responsibility for any personal injuries sustained by myself/my child(ren) which might incur including by way of example and not limitation, any risks that may arise from negligence or carelessness on the part of persons or entities being released, from dangerous or defective equipment or property owned, maintained, or controlled by them, or because of their possible liability without fault as a result of participating in this program and discharge and hold harmless Nina Bean Pottery, LLC (NBP), and its owner, owner's family members, volunteers, successors and agents from any claim, cause of action or liability for damages arising from any personal injury to me/my child(ren) or other persons or property caused by my participation in this program.

Furthermore, I/we agree to obey the class and facility rules and take full responsibility for my/our behavior in addition to any damage I/we may cause to the facilities utilized by NBP. I understand that NBP is a licensed and insured organization. In the event that I/we should observe any unsafe conduct or conditions before, during or after the classes, I/we agree to report the unsafe conduct or conditions to the owner as soon as possible.

### Medical Emergency Release

CHILD(REN): In the case of an emergency involving my child(ren), I understand that every effort will be made to contact me. However, in the event that I cannot be reached to make arrangements for emergency medical attention at the time of illness or accident, I hereby authorize NBP to call 911 to provide urgent care for my child(ren), and further authorize my child(ren) to receive medical treatment from the medical provider selected by NBP as such medical provider deems necessary and appropriate.

ADULT: In the case of an emergency involving myself, I authorize NBP to arrange for emergency medical care. I agree to be responsible for all costs and expenses of such medical treatment.

### Photography Release

\_\_\_\_\_ I AGREE to allow NBP to photograph or video me/my child(ren) and any artwork produced during class for NBP promotional materials or archival purposes. I understand that I/my child(ren) will not be identified by name without prior consent nor will any compensation be extended for such use.

\_\_\_\_\_ I DISAGREE

**This Liability Waiver shall be construed broadly to provide a release and waiver to the maximum extent permissible under applicable law. I, individually or as parent and/or guardian of the minor child(ren) enrolling in activities at Nina Bean Pottery, LLC, hereby acknowledge that I have read and agree to the aforementioned policies and waivers:**

Student Name(s)	
Parent/Guardian	
Phone Number	
Email	
Signature & Date	
Emergency Contact	

*For siblings who are accompanying parent/guardian but not enrolling as students:*

### Visitor Release of Liability

This Liability Waiver shall be construed broadly to provide a release and waiver to the maximum extent permissible under applicable law. I, as parent and/or guardian of the minor child(ren) engaging in activities at Nina Bean Pottery, LLC, hereby acknowledge that I have read and agree to the aforementioned policies and waivers:

Child Name(s)	
Parent/Guardian Signature & Date	