

## Jean Ceramics Studio Policies

### Cancellation Policies:

- **All Multi-Week Classes:** *Cancellations must be requested 1 week before the start of a class session. Cancellations made less than 1 week before the session starting date will receive a 50% refund. Any cancellations after a session has started will not be issued a refund.*
- **One-Time Events:** *Any cancellations must be made at least 24 hours before the session's date to receive a **full** refund. Cancellations with less than 24-hour notice are subject to no refund.*
- **Studio Memberships:** *To cancel your membership please give at least one month's notice to ensure all your work is completed and fired by the end of the month. If canceling one week before beginning your membership will result in a **\$50 non-refundable fee**.*
- **Private Events:** *Canceling a private event with less than a week's notice will result in 1 nonrefundable spot fee.*

### Make-Up Classes:

- One (1) class can be made up during the session. It can either be made up during another class or open studio. The class must be made up during the 8 or 10 week session.
- All other multi-week classes are not subject to make-up classes.

**Abandoned Projects:** Pieces living on the shelves or not picked up for over 3 months will be recycled.

### Health & Safety:

- Please do not come to the studio if you are experiencing symptoms of COVID-19 or any other illnesses.
- Hand Towels and Aprons are not provided in the studio. Please do not store them on your shelf. Bring them home to clean and reuse at the studio for your next visit.
- Students and Members will clean their workspaces, wheels, other studio equipment, and materials before leaving the studio.

## Jean Ceramics Studio Rules

### Clay to Purchase:

- Brown Stoneware \$60 for 25lbs (Price includes glaze and firing fees)
- Speckled Creme Stoneware \$70 for 25lbs (Price includes glaze and firing fees)
  - Creme Stoneware \$70 or 25lbs (Price includes glaze and firing fees)
- Black Stoneware \$70 for 25lbs (*members and experienced students only*) (Price includes glaze and firing fees)

1. Outside clay and glaze materials are not allowed in the studio unless permitted by Sela Stazzone.
  - a. AMACO Velvet Underglazes are allowed in the studio and must be purchased by the student.  
<https://www.theceramicshop.com/store/category/10/39/amaco/Velvet%2BUnderglazes/>
  - b. Additional clay can be purchased in the studio.
2. Jean Ceramics Studio is not responsible for lost, stolen, or misplaced items.
3. Please respect other artist's work & their tools. Do not touch their tools or work without their permission.
  - a. If an artist's work is broken or damaged, please leave a note for them.
4. Be respectful of the space. Please don't scatter your work in multiple areas of the studio at once.
5. Have a phone call? Please take it outside of the studio to respect the other members sharing the space.

### **Studio Cleaning Guidelines**

Pottery is a messy business! Keep in mind how long it takes to clean and what to clean so you don't go over studio times.

#### **Pottery Wheels:**

1. Clean over your wheel, tools, and table surfaces with your dirty water to conserve water and clay in the sinks.
2. Discard clay water in labeled buckets and clay slop in the labeled recycle buckets
3. Grab some fresh water to finish cleaning the wheel, tools, and table surfaces. Discard the water in the sink.
4. Wipe down the throwing table with cleaning spray to prevent clay streaks.
5. When trimming, please clean up the pieces off of the floor. **THEY DO NOT GO INTO THE RECYCLE BUCKETS.** Please throw these pieces out in the trash.

#### **Handbuilding Tables:**

1. Discard clay crumbles in the trash and clean the surface with a damp sponge.
2. Tables without canvas can be cleaned with cleaning spray.

#### **Studio Equipment:**

##### **Slab Roller**

1. Wipe any excess clay off the table. The metal rollers should have no clay on them.
2. Scrape any clay crumbles off of the canvas or slab mats for the next person to use.

##### **Extruder**

1. Wipe down and dry the extruder and all dies used
2. Place dies it back in the proper bin.

### **Glazing**

1. Clean all brushes, tongs, and whisks used during the glazing process and put away
2. Clean any glaze drips from the floor using a large damp sponge or swiffer
3. Please place glaze buckets back in their original homes.

### **Glazing Rules**

1. If using wax, paint it on any surface touching the table and a ¼" up the side to prevent major glaze drips.
2. After your glazed piece is dry, return with a small damp sponge to wipe any excess glaze off the bottom of the pot.
3. Do not remove or add additional water to the glaze buckets. Please grab Sela if there is an issue with a bucket.
4. Any piece that is glazed THICK will be sent to the hospital shelf

### **Recycling Rules**

1. Place clay in their respective buckets, try not to cross-contaminate clay.
2. Wet clay= wet buckets, trimmings= dry buckets
3. Do not place large solid pieces into the recycle buckets (they can be wedged and reused if soft enough)
4. Any finished un-fired pieces need to be broken down into smaller pieces and placed in the dry buckets

### **Open Studio**

1. Open studio time is an independent work period. Sela or a open studio monitor will be there for any quick questions but not for in depth teaching.
2. Please sign in at the front desk before settling into open studio.
3. Open studio spots are precious over the weekends and holidays. Call/text ahead for a spot or to know the studio's capacity.
4. Open studio slots are available for students in between sessions. 3hr slots are \$45 and can be purchased over the phone or front desk.

HAPPY MAKING :)