



## CERAMICS HAND BUILDING/WHEEL THROWING PROGRAM

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### Policies and Procedures

The following information is provided for all program participants to understand the Ceramics Program operations and procedures. We welcome your comments and suggestions as a means of helping us to continually respond to the interests and needs of our program participants. Classes and studio time are offered through the Community Folk Art Center to provide instruction and encourage enthusiasm in the ceramic process.

#### **CERAMIC PROGRAM INSTRUCTORS**

The Community Folk Art Center's Education Outreach Coordinator runs the daily operations of the Ceramics Program. The Education Outreach Program Coordinator works in conjunction with the Ceramics Instructors, Administrative Specialist and Syracuse University Work Study Students to make sure a safe, healthy, and friendly studio environment. The Administrative Specialist and the Work Study Students assist the Education Outreach Program Coordinator and Ceramics Instructors in maintaining Independent Studio Hours.

#### **CLASSES**

- Students are expected to attend the class that they registered for unless given permission from the Education Outreach Program Coordinator and the Ceramics instructor.
- Students are allowed up to 3 unexcused absences during the 12-week session. More than 3 unexcused absences will disqualify you from signing up for the next session.
- Instructors will provide student with the dates they can pick up their finished work after the session is completed.
- In the event of inclement weather, classes will be cancelled. Notifications regarding cancellations will be posted on the Community Folk Art Center's social media accounts, and an email will also be sent to inform you

#### **CLAY**

- Each Student enrolled in a full-term course will receive their allotment of clay.
- Only clay provided during the full-term session may be used in the Ceramics Studio.
- Clay that is being stored in the studio must be in your personal storage space or in labeled class bins.
- Your clay is your responsibility. Please label your bag, make sure your bag is sealed tightly and do not leave your clay out. The Art Center will not be responsible for replacing lost or dried out clay.



### STUDIO HOURS

Independent Studio hours are provided when classes are not in session and are designed to give registered students an opportunity to work and increase their skill.

- Enrollment in a 12-week session includes access to the individual studio time.
- Studio time is only available during an active ceramic session.
- You may only use the studio during posted times. Times are posted online, in the administrative office, and in the studio.
- You **must** sign up for studio time at the administrative office.
- You **must** sign in by using the QR Code posted in the studio.
- Studio equipment such as pottery wheels are limited and available on a first come first served basis.
- Studio hours are for Community Folk Art Center students **ONLY**.
- **Students must be cleaned up and out by posted times! Please do your part to leave the studio cleaner than you found it.**
- Students **must** wear shoe covers when in the ceramic studio.

### STUDIO STORAGE

The ceramics studio has a limited amount of storage space available for each student. Allotments may change term to term based on number of enrolled participants and the needs of the studio.

- ○ Each student will be assigned a shelf at the beginning of term. Shelves are arranged by class.
- The Community Folk Art Center is not responsible for personal belongings left in the studio.

### STUDIO SAFETY

- Do not prop open any studio doors. It is violation of building fire code.
- Do not attempt to use equipment you have not been trained on.
- Do not touch kilns. Only employees of the Art Center are allowed to load, unload or operate the kilns.
- First Aid kits are available in the administrative office.
- **DO NOT** leave children unattended in the studio or kiln room at ANY TIME
- Do your part to prevent airborne clay dust:
  - Clay and glazes contain materials that can be harmful if inhaled.
- Do not sand or stir up dry clay dust in studios.
  - **NO BROOMS!**
- Use wet sponges or rags to clean surfaces.
- **DO NOT touch the kilns.**