



# STUDIO POLICIES

Thank you for taking a clay class at the Johns Creek Arts Center! We appreciate your support and interest in our studio. The following is a list of policies for classes and open studio time spent in the ceramics studio.

1. **Clean-Up** – Clean up is number one for a reason – it is the most important thing! After working, please **clean up using wet sponges or the mop for the entire** area you were working in, including shelves and equipment, worktables, wheels and stools, and the floor around your work area. Also, please put tools away where you got them, even when wet; everything has a place. A dirty studio is gross and breathing clay dust is unhealthy!
2. **Sinks** - We can never get clay in the sink! Wheel students have to be especially careful, emptying the wet slip from their water buckets and wheel pans into the waste bucket in our sink. Even tiny clay pieces will build up, so use a strainer to keep slip and clay bits out of the drains. **During Evening Hours Please use the Waste Bucket Provided in the Sink. During Daytime hours please discard your clay behind the dumpster.**
3. **Class Shelves** – your name on your shelf **MUST** match your work. Every student is assigned **1 shelf per class enrolled (if availability permits)**, for you to leave your clay, towels, aprons, tools, and most importantly, your work on. We have to ask that **no one touch** things and pieces that do not belong to them, as dry ceramic pieces are **extremely fragile**, and they may break or fall apart. Also, please never borrow or touch anyone else's tools or belongings unless you have direct permission from that person, **including instructors**. Do Not take another shelf without consulting with the Clay Studio Manager
4. **Open Studio**- Along with your class time students are provided Wednesday Open Studio time. Open Studio time is study hall for clay work. Students work independently using the skills and lessons learned through class time. Students are responsible or cleaning all areas used and cleaning and returning all tools to their proper location. Students must vacate the studio at the end of their open studio time. Students will have to sign up using the link provided in your welcome email.
5. **Clay** - One bag of clay is included in your class fee, and additional clay **MUST** be purchased through the center. The cost is \$25 for a 25 lb bag of stoneware, and \$30 for a 25lb bag of porcelain, this fee allows us to continue to offer unlimited firing as well as our wide range of glazes, slips, oxides and underglazes. **Outside clay of any kind is not allowed in the JCAC Ceramics Studio.** Students may buy clay from office personnel, apprentices or instructors, but **may not take it themselves from the clay room.** Every single bag of clay that leaves the little clay room must be documented and initialed on the clay chart for JCAC to keep supply costs down and inventory correct. Thank you for your help.
6. **Community Tools** – All Clay Students are required to have their own pottery tools/kits, however we do have some communal tools for use. Whenever using communal tools such as hand building molds, banding wheels, throwing bats, etc – please remember to clean it thoroughly and put it back for general use **as soon as possible** – others are often waiting for the same items, and we must all share these items in a communal studio. Also please do not bring items into the studio for general use without consulting our Clay Studio Manager. We appreciate donations, but please don't leave items behind.
7. **Glazes and Kilns**- Our Studio does not charge students per piece nor do we limit the amount of work students may create. We do however have a strict policy on glazing. Students who glaze improperly and allow their glaze to leak and ruin our kiln shelves, will be responsible for cleaning or purchasing a new kiln shelf. Due to the nature of our facility we do understand mistakes will happen, therefore, everyone gets (1) mistake, if a student continues to run glazes onto our kiln shelves you will be charged **\$15 per leak that can be ground off, if the shelf is completely ruined you will have to buy a new kiln shelf at \$55.00.**
8. **End of Session** – Students must clear off class shelves at the end of each session, because the studio has to be cleaned and re-organized between classes. Any belongings left on the shelves at the end of classes, including towels, finished and unfinished pottery, tools, clay, etc will be considered **DONATED** to the JCAC and will be absorbed by us. All abandoned work not picked up by two weeks into the new session will also be considered **DONATED** to the JCAC, and may be considered orphan pottery to be thrown away. Open Studio hours will be over at the end of classes, so students must finish projects with respect to all firing deadlines in the studio. Deadlines will be posted in the 6<sup>th</sup> week of classes, as this is the last week to make new work. In the 7<sup>th</sup> week of classes, we trim and decorate and bisque fire our last pieces. In the final 8<sup>th</sup> week of classes, we glaze all remaining work and clean up the studio together.
9. **Cell Phones** – **Please turn your cell phone on silent during all class and open studio hours** – it is inconsiderate to interrupt someone else's class time or demonstration. If you must make or take a call, please take it outside, so that you don't disturb everyone.
10. **Class Times** – Students are only allowed in the studio on the day of their scheduled class(es). Morning classes are 10:00am-12:30pm (12:30pm-3:00pm is open studio for students in class that day. Morning students must depart the studio no later than 3:00pm. Evening classes are 7:00pm-9:30pm (4:30pm-7:00pm is open studio for students in class that evening). Please understand that our Clay Studio will have at times, two classes running simultaneously. When Instructors are demoing and going over projects we ask that all students respect the instructor as well as other students by speaking quietly so that all students can hear. **Please be quiet and courteous whenever any class is in session, and be careful not to disturb the students or the teacher.**

## Suggested Clay Studio Supplies:

### (Tools and Supplies Vary based on the Students Techniques and Methods of Working)

1. Clay Tools of your choosing...Beginning Students should purchase a pottery tool kit from (wheel students)



(can be purchased from Blick Art Materials or Davens Ceramic Center or online)



2.  great set for handbuilding students
3. Apron or Smock
4. A large Towel to wipe your hands.
5. Plastic to Wrap your work to prevent drying. (Dry cleaning plastic or garbage bags work best)
6. Bucket for Water (2-5 quarts)
7. Paint Brushes
  - a. Cheap Brush for applying slip or slurry (Home Depot \$1.00 or less)
  - b. Synthetic Watercolor Brushes for applying glazes
8. Spray Bottle to keep your work hydrated.
9. A notebook to keep records
10. Ware Boards to Transport work (Ware Boards are any board that may be used to move wet work)
  - a. Ware Boards are usually wood or drywall
  - b. Ware Boards should be cleaned after each use to prevent mold build up

You may find that you will need more tools as your class and skills progress.

The Tools listed above are a good starting point.

If you have any questions regarding supplies please email Beau: [braymond@johnscreekarts.org](mailto:braymond@johnscreekarts.org).