

Pottery Student Policies

Class and Open Studio Hours

- Arrive on time for class. Teachers typically introduce new lessons, instructions, or demonstrations at the beginning of class, so arriving on time is essential.
- All students must begin cleaning up when the teacher or Open Studio Instructor announces cleanup time.
- All students must leave the studio promptly at the end of class or Open Studio. Staying after hours is not permitted for any reason.

Signatures on Work

- All students must sign the signature sheet on the first day of class using the same signature they apply to their pots for easier identification.
- Every piece must have your signature on the bottom before it goes on the shelf.

Class Make-Ups

- Students may receive **one make-up class per session**. This may be completed in one extra open studio.
- Makeups are not guaranteed and are dependent on space available.
- To arrange a make-up, please notify both your teacher and the office staff. Office approval is required before attending a make-up class.

Firing Fees

- **Firing fees are not included in class tuition. Firing fees include: materials like clay body & glazes, kiln space, staff management of the clay & pieces in and out of the kilns.**
- Firing fees are due on your **last class of the session**.
- Unpaid firing fees will **prevent you from attending the first class of the next session**.
- If you would like your credit card charged, please inform the office staff of the amount you totaled (office staff will not add it up for you). Payment will only be processed with your permission plus a cc fee.
- All students are required to pay a firing fee of **\$0.06 per cubic inch** (refires are \$0.03).
- Pieces must be measured using the FF Tickets at the **greenware stage** and recorded in the FF book before placing them on the shelf.

Studio Communication

- Railyard Arts Studio will send most communications via email. Please read all emails from Railyard Arts Studio.

- We send only a few messages per session (aside from Open Studio updates), and they all contain important information.

Studio Clean-Up (Your Responsibility Each Class & Open Studio)

- **Cleaning is part of class.** All students are expected to help with cleanup of **personal & shared areas** at the end of each session. The instructor will review cleaning procedures, and a checklist is available as a guide.
- **Follow cleanup directions.** Please follow your teacher's instructions during cleanup. If you need to leave early, take care of your share of the cleanup before you go.

Studio Materials & Tools

- **Outside glazes or clay** may not be used without written approval from Railyard Arts. Email info@railyardarts.com for approval.
- **Studio bats, GR forms, wood and plaster molds** are for temporary use only. Work may remain on these items for up to **2 days**. (GR forms & wood forms will mold if clay is left on too long)
- Students may come into the studio during open hours to check on their pieces only.

Clay Recycling

- To keep our studio sustainable, please recycle clay correctly.
- Instructions are posted above the wedging table
- Place scraps in the identified bin to keep clay clean and usable

Studio Courtesy

- Be respectful of your classmates, teachers, and the shared studio space.
- Do not handle or move another student's work without permission from any shelf.
- Phones should be silenced during class to minimize distractions.

Student Agreement

I have read and understood the Pottery Student Contract. I agree to follow these guidelines to ensure a safe, clean, and enjoyable studio experience for myself and others.

Student Name (print): _____

Signature: _____ **Date:** _____