Welcome to the New Art Center Ceramics Studio! Clay is one of the most expressive and versatile media for making art, from sculpture to the pottery wheel. We are excited to have you as a student here.

General

- Every adult ceramics student has a shelf to store clay, tools and works in progress. Make sure your name is clearly marked on it. There is some extra storage for outsize work in the hallway by the stairs. Please only use this as short term space, as it is limited and in high demand.

- All students will receive one 25 pound bag of clay, included in tuition. Up to 3 additional bags of clay can be purchased for $25 each. The cost of clay covers rising clay prices, delivery, and glaze materials. You may only purchase clay from your instructor during class time. No IOU’s.

- All work to be fired must be made at the New Art Center, using clay purchased at New Art Center.

Tools

- We have a great selection of materials! You are welcome to use all tools, slips & glazes here during class. Speedball Underglazes may be used for highlighting only.

- The slab roller is available for use during class time. For safety concerns it will be locked on the weekends and during open studio. **Use of the slab roller requires an orientation by your instructor.**
Cleaning, Health and Safety

- Our studios depend on Students and Teachers to keep them clean and to create a good working environment for everyone. Please clean and return used items to their proper places when you are done working. With a damp sponge wipe down all surfaces: this includes your wheel, stool, tables, walls, boards, rolling pins, brushes, tools, buckets, etc. If you use the glaze area, please clean and mop up spills and splashes.

- Keep clay out of the sinks. Semi solid clay and slurry from the wheel goes into the Wet Clay bucket; water can go down the drain. If you choose to recycle your clay, please bring your own container from home and keep all the contents on your personal shelf.

- Any trimmings from the wheel or from hollowing out a sculpture that land on the floor should be swept up and put in the trash, not placed in the wet clay barrel.

- All sanding must be done outside the building. If you are scraping clay or glaze please keep your scraps cleaned up and avoid blowing debris off your work.

Open Studio

- Open Studio is time for students to practice what they have learned in class. It is for adults who are currently registered in an adult ceramics class only. The current schedule is posted in the clay studio. The glazing area in the Large Studio is only available when there is open studio time in the Large Studio. New Art Center may cancel Open Studio hours without notice; we make our best effort to notify students. Please leave on time at the end of listed open studio hours.

- Open Studio is uninstructed time. If you need extra help with a project, please save questions for your teacher during your class time.

- Be careful with any equipment that you use. Use of some equipment requires permission or an orientation before use. If you notice a problem with equipment, stop using it immediately.
Ceramics Kiln Firing Policy

- All work to be fired must be made at the New Art Center, using clay purchased at New Art Center.
- SIGN all your work before firing.
- Work to be fired must be dry, unbroken and structurally sound.
- GLAZE: To protect kiln shelves, work must have unglazed bottoms and unglazed side areas of at least ¼ inches from the bottom.
- Work should not exceed 15" in length, 15" in width, and 20" in height.
- We will charge for kiln firing above a cubic allocation of 4,000 cubic inches per person, per class. Kiln firing includes one bisque and one glaze. Our price of .04 cents per cubic inch is well below the industry standard. See example below.
- Prior to bisque firing, students will need to measure their pieces, putting the measurement in the Ceramics Studio Logbook in the section for their class.
- Instructions for measuring will be explained by your instructor at the start of each semester. Payment must be made at the end of each semester.
- Please try to keep up on your glazing and complete work within the session it was created.
- Large pieces may take longer to get fired.

<table>
<thead>
<tr>
<th>Cubic inches included in class tuition</th>
<th>Cost of firing after 4000 cubic inches includes both bisque and glaze firing</th>
<th>Sample: 6&quot; bowl: 6&quot; x 6&quot; x 3&quot; = 108 cu. in. Note: smallest vertical measurement is 3&quot;.</th>
<th>After reaching 4,000 cubic inches, the cost of firing a 6&quot; bowl that is 2&quot; high</th>
</tr>
</thead>
<tbody>
<tr>
<td>4,000</td>
<td>.04 (4 cents per)</td>
<td>108</td>
<td>$ 4.32</td>
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</table>

Thank You for your help and cooperation!