

# The Artistic Hand

## Studio Policy and Procedures

Welcome to the Artistic Hand Studio Family. Below are a few policies and procedures that will help keep our studio running smoothly and offer you the best possible experience as a student and artist.



### Open Studio

As a perk to our adult students, we offer Open Studio five days a week. These days and times are subject to change due to events and special circumstances. Due to insurance and liability purposes, a staff member must be present at all times when students are working in the studio (usually Del). Student may **NOT** to work in the studio outside of class and open studio times without prior authorization from Del.

Mondays & Tuesdays	10 AM – 3 PM
Wednesdays & Fridays	10 AM – 5 PM
Saturdays	11 AM – 5 PM
Thursdays & Sundays	unavailable

### Clean Up

As part of the Artistic Hand Art Family, we want you to consider this studio as your own. But, we also want to remind you that you share this studio with the rest of our community. The general rule of thumb is “leave the studio in better shape than when you found it.”

Always use newspaper beneath your workspace, especially if you are using glazes, paints, stains or oils. This will ease clean up and protect our work tables. Make sure all tools used are thoroughly cleaned and returned to their appropriate containers. Wipe tables with a sponge once you are finished and throw away all trash.

In the glaze and wheel area, getting clay and glaze on the floor is just a fact of life. However, if you make a mess, please mop it up. This is not being picky. Dry clay and glaze chemicals flying in the air is a health hazard and over time, can cause serious respiratory illness. Glaze chemicals, especially when dry, are the most dangerous substances in the studio. Keeping a clean studio is the best protection we have, so please help by cleaning up any spills you make.

### Ware & Firing

The first rule in any art school/studio, the first, most important rule is to never touch or move another artist’s piece without their express permission. Should you need more space on a shelf or wish to admire another person’s work, please ask the individual artist or a staff member touching or moving any piece.

**GREENWARE** (unfired pieces) ready to be fired belong on the bisque shelf or top of the kilns with wooden boards on them. If there are any special drying situations, please discuss with Del or Julie. Greenware not ready to be fired should be wrapped with plastic and clearly labeled with your name and put on either the shelves in the back hand building room or in the damp box. Unidentified items are subject to being thrown away.

**BISQUEWARE** (once-fired unglazed pieces) will stay on the fired shelf for two weeks before they may be subject to being purged. If you wish to wait to glaze any pieces, please take them home with you until you are ready to glaze and fire them.

**GLAZED WARE** that is complete should go on the appropriate low-fire or high fire shelves. If you have any questions, ask Del or another staff member.

**HIGH FIRE GLAZE:** The bottoms of all high-fire glaze pieces must be COMPLETELY free of glaze and wiped clean. If not, the piece(s) will stick to the kiln shelf damaging both the piece and the shelf. No high-fire glazed pieces will be fired if there is any glaze lower than a quarter of an inch from the bottom or on the bottom of a piece. Similarly, any ornaments or pieces designed to hang much have zero glaze in or near any hanging holes. Otherwise they will get stuck to the high temp wire used to load them into the kiln.

**LOW FIRE GLAZE:** The bottoms of low fire glaze pieces may be glazed. However, they will need to be stilted when loaded into the kiln. Too much glaze can run even at lower temperatures, so follow directions for all glazes and do not over-glaze. If you have any questions, ask Del or a staff member.

**FIRING OF PIECES:** Unlike most studios, we do not charge firing fees to our students. We consider this a perk we offer to our ceramic family. We load all kilns each Friday morning, and fire over the weekend to assure that the heat and fumes do not disturb our open studio and class schedule. Kilns are unloaded Monday mornings and pieces are usually ready to be picked up or worked on after 12 PM.

We do our best to fire all pieces on the bisque, low-fire and high-fire shelves each week, with exceptions being made for pieces too wet (for bisquing), overly tall or large, or inappropriately made. Any improperly made items will be set aside and Del or Julie will address the issues with the artist who made them (too thin, over-glazed, etc.) However, all pieces will be fired in a timely manner as space allows. We are proud of our low loss record for pieces and it is our attention to these details that make that possible. However, with any firing, problems can occur and while we do our best to keep those issues to a minimum, there is always a chance your pieces may be damaged or unsuccessfully fired.

We have tried numerous ways to track and monitor fair firing practices. In the end, we have opted for the honor system. We encourage you to make pieces as you see fit. However, if you make more than a “normal” amount (see Del or Julie for a definition), not all of your pieces may be fired within our usual schedule. Similarly, if you are making abnormally large or tall pieces, your pieces may take longer to fire as they limit how much other work we can put into the kilns. We cannot accommodate production potters (those who create a dozen or more pieces each week) within in our usual firing schedule. If you intend to do production pieces, please see Del first.

**COMPLETED PIECES:** All completed pieces will stay on the fired shelves through the duration of a term. However, we ask that you pick up and take home your completed pieces as soon as possible. Any completed pieces left on the shelf after the term will be discarded prior to the start of the new term.

## Storage Cubbies

Each student is allotted one storage cubby with their name clearly marked in tape. If an extra cubby is taken without permission, or anything is stored in a cubby with no name, it will be purged. After the end of the eight week term, cubbies will be purged and reassigned according to the new class rolls.

## The Bell

The bell allows Del to be in the studio and watch the gallery at the same time. We understand that the bell is loud and annoying. But, to keep both the gallery and studio operating effectively, it is a necessity. There have been instances when people have turned the bell off and neglected to turn it back on, causing customers to come into the gallery and have no one there to help them. This has led to missed sales and even having customers leave money on the counter to pay for items. This is no way to run a business. Please do not turn off the bell for any reason.

## A/C & Heat in the Studio

The **HEATERS** in the main room have only two settings – totally on and totally off. Never turn them on halfway. If you are working during open studio and get cold, feel free to turn the main heaters on. There are additional space heaters available should you need them. However, we ask that if you turn on a heater, please be sure to turn it off when you are done and use common sense when using it. No glaze, newspaper or any flammable substances should be placed near the heaters while they are running.

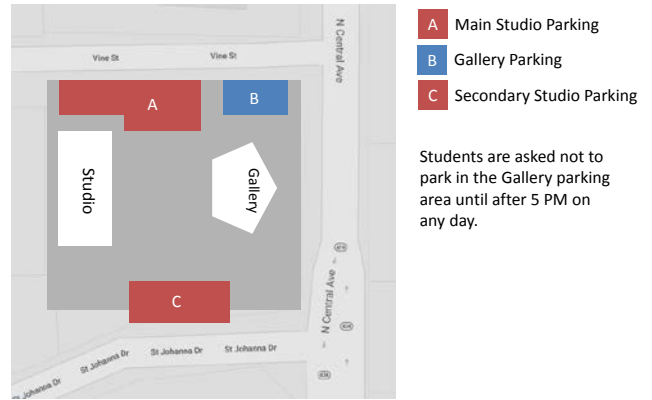
The **AIR CONDITIONERS** in each of the hand-building rooms can be turned on as needed. If you are working during open studio and get warm, just hit the power on buttons on either or both units. However, once you get comfortable, please turn them back off.

**In both cases, be sure to keep all doors closed when using the heaters or air conditioning units.**

## Parking

When parking in the designating studio parking area, please pull all the way forward in order to maximize spaces for all students. Please do not park in the gallery parking area until after 5 PM.

If you decide to work during any children’s classes, we ask that you park in area off of St. Johanna Drive so that parents can easily pick up and drop off their children in the main parking area.



## Absences

Should you need to miss a class, please inform Del as soon as possible. If you miss a class for a medical or personal emergency, you may arrange with Del to take a make-up class. However, if you miss class due to personal choice (like a vacation), make-up sessions will not be available to you. If you know that you will miss a class(or classes) during a term for personal reasons, that is your choice. If this is a concern for you, you may wish to hold off your registration until the next term and/or speak with Del.

**FIRST TIME STUDENTS** should be sure to attend classes 1, 2 and 4 or they will not get the information they need to continue. If you know that you will need to miss any of these three classes prior to signing up for a term, you may wish to hold off your registration until a term when you can ensure that you will be available.

## Work Areas

All work should be done in designated work areas in the studio. Should you wish to work outdoors, you may use the picnic table to the far left of the main studio door, being sure to use newspaper to cover your work area to protect the table top. The metal, circular patio table directly outside the main studio door is designed to be a place where students can take a break and enjoy a snack or meal. Please do not work with any glaze, clay or paint on the patio table so that we can keep that area contaminant free.

Again, this is your studio! Please treat it as such!  
Remember, questions are always good!

*(please sign, cut off and return to Del or Julie)*

I have read the policies and procedures listed above and agree to honor them as a member of The Artistic Hand art school community. I also acknowledge that working in an art studio includes some risk. Some of the tools, glazes and paints must be handled with care and according to directions/instructions.

I agree not to hold Del Seaman, The Artistic Hand staff and teachers, The Artistic Hand Gallery and Studio, and Big Oak Artworks liable to any injury or damage to person or property while working in the studio or on the property. I also agree to use common sense and follow all safety precautions while on premises.

This includes our strongest recommendation that all students wear closed-toe, sensible shoes when working in the studio. Should you choose to wear sandals or flip-flops, please know that you do so at your risk. Also, please wear clothing that you do not mind getting dirty or possibly stained.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date