

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). Students may **NOT** work in the studio outside of class and open studio times.

Mon, Tues, Wed	10 AM – 3 PM
Fridays	10 AM – 4 PM
Saturdays	11 AM – 4 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 an instructor. Greenware not ready to be fired should be wrapped with plastic and clearly labeled with your name and put on the appropriate shelf. 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 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 an instructor 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 an excessive amount of pottery (see an instructor for clarification), 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 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 monitor 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.

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.

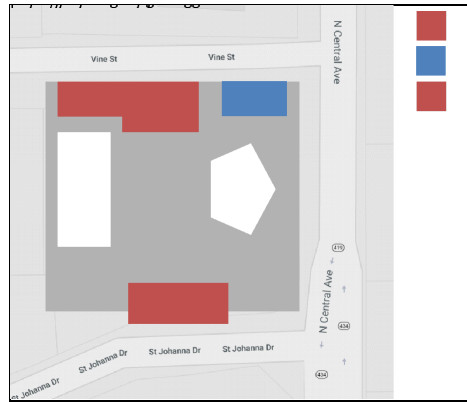
Absences

We're not offering make-up classes at this time. If you know that you will miss a class (or classes) during a term, 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.

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 4 PM.



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