Welcome to the Prairie Earth and Fire Ceramics Studio

The Springfield Art Association is excited to offer support as you explore this versatile medium. There is no “wrong” way to work with clay but allow the experience of our instructors to guide you toward successful forms and help you achieve the glaze surfaces of your dreams!

Studio Expectations

- **CLEAN UP** after yourself at the end of class. Please return things where they were found. This includes tools borrowed: buckets, measuring cups, brushes, ware boards, bats, etc. Please brush off or wipe down the surfaces you use such as the wedging table or glazing area. Make sure wheels are cleaned and turned off before leaving.

- **WASTE CLAY:** We only reclaim B-MIX clay bodies in the slop buckets by the sink for pugging. All other clay bodies will need to be wedged by hand and kept on your shelf.
  Make sure all “solid” clay placed in the B-MIX buckets is broken down small. No paper [newspaper, paper towels, etc.] or powders [baby powder, corn starch, flour, etc.] should be on this clay as this weakens the composition of our reclaimed clay.

- **LABEL:** Please ensure your name is on the bottom of your work. Label tools, personal glazes, and clay bags with your name.

- **SHARED SPACES:** Greenware, Bisqueware [Cone 04], Cone 6, and Glazeware shelves are shared spaces. Please make sure you are leaving space for fellow students when placing work on the appropriate shelves. Do not touch the work of others so as to best avoid breaking fragile works in progress!

- **YOUR SHELF:** You get one shelf per class you are enrolled in, up to 2 shelves. Keep your shelf tidy. Do not let your tools or plastic wander over to another student’s area. Do not store anything on the floor under your shelves.

- **NOT ALLOWED:** Food containers are not allowed in the Lab [no old butter tubs, ice cream tubs, etc.]. Pottery with glaze on the bottom will not be fired. No commercial bisqueware will be fired unless purchased through the SAA.

- **RESPECT:** Do not touch any other student’s shelf, tools, or artwork. Respect is essential in our shared space. Please don’t risk accidentally breaking someone else’s hard work. The studio reference library of Ceramics Monthly magazines and clay books are not to be removed from the studio. Copies for personal reference can be made in the office.

- **ENTRANCES:** Students are not to enter the kiln or pug rooms unattended. Doors should remain closed.

- **POSITIVITY:** Negativity directed at your work, yourself, or anyone else in the studio isn’t productive. Keep it about the love of learning and have some fun! We’re here to help you succeed!

Missed Class Policies

- Classes skipped by students voluntarily for vacation or other pre-planned events cannot be made-up free of charge. Students are welcome to pay hourly for open studio time.
- Class hours missed due to medical or family emergencies can be made-up at open studios. Please notify your instructor of illnesses or emergencies upon returning to class. Instructors will notify the Education Director of excused absences for recordkeeping.

Damaged Work Policies

- Try as we might to prevent them, accidents happen. If your work should ever suffer damage due to forces outside of our control [gravity] please know that we did not damage ware on purpose, but we are still sincerely sorry for your loss. SAA offers you a new 25lb. bag of clay, knowing that it is not an adequate replacement for your damaged work but hopeful that the chance to try again might result in some magic.
- If your work is damaged due to heat stress in the kiln, a flaw in construction, or glaze overflow we can offer you free advice and suggestions on how to avoid the same problem in the future.

End of Session Student Responsibilities

- All greenware should be completed and shelved for firing two weeks before the class's last meeting. The last two classes are dedicated to glazing and clearing off student shelves.
- Returning students should flip their shelf label to read "Returning" during their last class of the session. This will "reserve" your shelf between sessions.
- Any student who is not returning must clear off their shelf and remove their name label during their last class session.
- All finished ware must be picked up from the studio before the start of the following session. Students are responsible for their own work. Cell phone pictures can help keep track of personal inventories. Abandoned pots are boxed for the duplex storage hoard during the next session but are disposed of after 2 class sessions.

Open Studio Policies

- Open Studio hours are scheduled and posted under "Studio Info" on our website. They can also be found on the whiteboard in the studio. You must sign in and record your hours on the clipboard by the door. All other usual studio rules apply. Shelves are for current students only.
- **Open Studio is $10 per hour.** Pay by Exact Cash or Check in the drop box just inside the door; pay by Credit Card online or in the SAA Front Office. Change for larger bills is available at the desk in the SAA Front Office.

Injury Policies

- If there is an emergency, call 911. Notify the instructor of your injury and ask for an accident form to fill out date, time, and accident report.

Staff Contact Information

Please, let us know if you have a problem, concern, or extra showering of well-deserved praise.

Education Director: Erin Svendsen - education@springfieldart.org

Ceramics Studio Manager: Maggie Packman - ceramics@springfieldart.org