



GREENWICH HOUSE POTTERY STUDENT INFORMATION & GUIDELINES 2021-2022
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This information is provided to remind returning students and to acquaint new students with Greenwich House Pottery's (GHP) guidelines. We encourage each student to become familiar with this information to ensure that things run safely and smoothly in the studios, so we can provide you with the best experience possible. GHP's primary focus is education in the ceramic arts. Adult classes provide instruction on making pottery, sculpture, plaster molds, slip-cast objects, and explore surface treatments and other special topics while learning the history of ceramics and craft. To complement these programs, the Pottery hosts lectures, demonstrations and workshops throughout the year. GHP also supports the arts community and individual artists through its public exhibitions and fellowship program.

POTTERY NOTES

- Information about the studio and its activities will be listed in our weekly *Pottery Notes* posting, which is posted on all Pottery bulletin boards and on the website, and will be read during class by your instructor. You are expected to keep up with the information therein for all upcoming deadlines, policy changes and information about upcoming events and opportunities.

BASICS

- You may only attend the class for which you are registered.
- Do not handle or touch the work of others. If you damage another's work, leave a note.
- No student is permitted to remain in the building after closing.
- Restrooms are located on the 2nd floor, inside of either classroom.
- Talking on cell phones is not permitted in the building except for emergencies.

LOCKERS

- No personal possessions should be stored in the classrooms.
- Locker rentals are \$5 per term for currently enrolled students. Limit one per student.
- If a locker is not renewed at the end of term it will be emptied and reassigned.
- GHP is not responsible for the loss or damage of work or personal property.

STUDIO STAFF & LIAISONS

- All administrative questions or concerns should be directed to a Student Liaison.
- Report clay, glaze or studio issues to the Studio Technicians.
- With questions regarding firings, clay or about any general studio concerns speak with the Studio Manager.

CLAY & GLAZE

- GHP clays and glazes are free for registered students to use only on site.
- Registered GHP students may purchase one 25 lb. block of clay for use outside of the studios 48 hours in advance.
- No outside clay or glaze is allowed. Any exceptions must have prior approval from the Studio Manager.

- Usable clay should be returned to the appropriate bucket. When putting clay back into the bucket mash it down and cover with the damp cloth to keep it from drying out.
- Recycling buckets are provided for each clay body. Be careful not to mix clays or add foreign materials to the clay or bucket.
- Break up clay to reclaim before it dries out.
- Always leave lids on clay and glaze buckets to avoid drying out and contamination.
- Glazes are microwave, dishwasher, and food-safe unless otherwise noted.
- Unglazed washes & slips may not be not food safe.
- Do not thin glazes. Ask Studio Technicians if you have questions about glaze consistency.

FIRINGS & PROCEDURES

- Work must be dropped off in the glaze room to be measured by a Student Liaison prior to firing.
- Staff will transport work from the measuring location to the kiln room. Entry into the kiln room is not permitted, except en route to the slip casting studio.
- Allow at least a 2-week turnaround for each firing. GHP is not a production studio and cannot accommodate large volumes of work due to limited materials, shelf space and kiln space.
- All work must be accompanied by a firing slip. For greenware, also use a class chip.
- The firing fee is \$0.06 per cubic inch for a both the bisque and glaze firings; the minimum firing fee is \$1.00.
- You may keep money on a firing log. Once money is added to the firing log, it can only be used for firing and is non-refundable.
- You may add money to your firing log through our online store. If firing funds are insufficient, you will be invoiced by email.
- Keep work moving off of greenware or bisque shelves: bisque dry work; glaze bisque work; take home glazed work.
- ALWAYS bisque fire prior to glaze firing.
- Low fire clay should NEVER be high fired.
- Do not glaze the bottom of work.
- GHP is not responsible for lost firing slips.
- Requests for firing credit should be placed on the shelf behind the spray booth with a completed firing credit request form.
- GHP does not issue firing credit for undesired or inconsistent firing results, kiln accidents or work that is lost or damaged. Firing credit is given at the discretion of the Studio Manager for work that is damaged as the result of mishandling by the staff.
- Pieces with sharp edges can be left for grinding by the Studio Technicians and can be rejected under their discretion.
- No stilts are allowed in Cone 10 firings. unless the piece has a firing tray with walls and the width of the tray is double the height of the piece (the piece must be measured with the tray).
- Unclaimed work on the finished glaze shelves, the unclaimed bisque shelves, or hospital are subject to discard after 4 weeks.

CLEAN-UP

- Class and studio session participants are responsible for leaving studios clean.
- Clean up spills as they happen.
- Minimize dust: always clean with a WET sponge; never scrape or brush dried clay.
- Once you have cleaned your workspace, do an additional wipe down with a clean damp sponge.
- Always rinse out sponges when done using them.

- Wipe down sink when finished cleaning.
- Tables, bats, ware boards, and banding wheels should be cleaned and put away.
- Potter's wheels should be cleaned, shut off and splash pans washed and returned to wheel.
- Faculty members and studio staff may delegate clean-up responsibilities to ensure complete clean-up of the studios.
- You must put your work away, return community items, clean up and leave the building by the end of your studio session.
- Do not store work on bats. Use ware boards.
- Work left on the tables or counters will be discarded.
- All personal items, clothing and shoes, must be taken home during inter-term breaks unless they are stored in a paid locker.

STUDIO SESSIONS

- Studio Sessions are ONLY available to currently enrolled students. No children, friends, or pets allowed.
- Observe studio hours. Do not show up early or leave late. Clean up before leaving.
- Be courteous. Keep conversations quiet.

STUDIO SAFETY

- In case of emergency, exit out the front of the building.
- First Aid kits are located throughout the building.
- No sanding or scraping dry clay or glaze in the studio. Always use the spray booth.
- Never place anything on kiln lids.
- Do not use the spray booth, slab roller, or extruder without an orientation from a staff or faculty member.
- Students should not use the clay hoist, clay mixers, grinders or dremels.
- No sharp objects or detachable blades such as X-ACTOs, razor blades, homemade pin tools, tacks, needles, glass shards.
- For your safety and the safety of those around you we require faculty, staff and students to wear shoes while in the studio.
- GHP is SMOKE FREE.

MAKE-UPS & CLOSINGS

- During weather emergencies, GHP closes in accordance with the NYC public school system, though GH retains the right to cancel whenever public health and safety are involved.
- Emergency closures are announced via email and on the phone system at 212-242-4106 ext. 5.
- GHP is not responsible for providing makeup classes or issuing refunds for programs or classes changed or missed due to illness, emergency, weather closings, substitute teachers, or other events beyond our control.
- There are no prorates given.
- Our refund policy can be found on our website.

DISMISSAL

Students are expected to abide by studio rules and to comport themselves in a courteous and polite manner at all times. Greenwich House Pottery reserves the right to exclude from its programs and activities anyone who fails to do so.



Greenwich House

GREENWICH HOUSE POTTERY
STUDENT INFORMATION & GUIDELINES – COVID-19 ADDENDUM
2021-2022

READ CAREFULLY AS POLICIES AND PROCEDURES HAVE BEEN UPDATED IN CONSIDERATION OF THE PANDEMIC.

COVID RESPONSE

We have updated our policies and procedures to ensure the health and safety of our faculty, staff and students. We will keep track of CDC and government COVID-19 guidelines to ensure that we are up to date with best practices. To that end, we need everyone to work together to minimize risk and remain safely open. In order to respect your studio-mates and allow everyone to make the most of their studio experience, we require that you do your part to take care of our clay family.

- **VACCINE MANDATE:** GHP has implemented a COVID-19 health and safety mandate: all students over the age of 18 who wish to register must be fully vaccinated. You will be required to provide a one-time proof of vaccination status (displaying your vaccination card or photo, Excelsior App, or NYC Covid Safe App). As an accommodation to this mandate, individuals who remain unvaccinated must bring proof of a weekly negative Covid-19 PCR test.
- You are **required** to wear a mask that properly covers your nose and mouth **at all times**.
- Prior to entry into the Pottery, you are required to document your temperature and sign in to attest that you: do not have symptoms of Covid-19, have not tested positive in the last 10 days, have not in the last 10 days had close contact with an individual that has a confirmed case of Covid-19, and have not travelled internationally.
- Do not come to the Pottery if you are sick. You may not enter the Pottery unless you are fever-free for 48 hours.
- You must **wash/sanitize** your hands upon entry and before accessing highly frequented surfaces such as clay buckets.
- You must socially distance from staff and others that you may encounter while moving through the building.
- Only a limited number of people are allowed in the building at any time.
- Students cannot bring visitors to the building. This includes friends, children, family and pets.
- You may only come to the Pottery during your registered time and you must be on time to ensure accurate contact tracing.
- If you have engaged in high-risk activities, consider getting tested for COVID prior to returning to the studio.
- If you have traveled outside of the state or country, or if you have been exposed to a friend or family member that has virus symptoms, we require that you follow the CDC guidelines for returning.
- Non-compliance with GHP rules may result in being asked to leave.
- If you choose to come back and work within our community, you accept the risk that comes with working in a community studio and using shared materials and tools. In registering you acknowledge said risk and will not hold Greenwich House responsible if you become sick.