

The Clay Studio

After School Artist Program

Handbook

2025-2026



Thank you for choosing The Clay Studio After School Artist Program! Whether you are returning for another year or registering for the first time, we welcome you! Some of our values and culture include cultivating creativity, experimentation, and creating a safe space for students to make art and share space with their peers. In this handbook you will find information about our after school program including the schools we are partnered with, registration information, as well as our policies and procedures to uphold a safe and fun community for our students.

We ask that you read this handbook and feel free to reach out to Clay Studio staff with any questions or concerns. We look to create a community that includes not only our students but their families as well. You can find information about The Clay Studio's other programming on our website as well.

Looking forward to a clay-filled school year ahead,

Kayla Johnson

kjohnson@theclaystudio.org

After School Program Coordinator & Teaching Artist





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General Information

Contact Information

Primary Contact

Kayla Johnson

After School Program Coordinator

kjohnson@theclaystudio.org

Clay Studio Staff

Tessa Kenamer

Community Engagement Manager

tkenamer@theclaystudio.org

Emily Lu

FAO Schwarz Fellow

emilylu@theclaystudio.org

The Clay Studio: Pick-Up Location

1425 N American St, Philadelphia, PA 19122

info@theclaystudio.org

Front Desk: (215) 925-3453



Program Overview & Schedule


The After School Artist Program was created after The Clay Studio (TCS) moved to Kensington in 2022 in order to grow our youth programming and connect with local schools to offer free after-school programming. Currently, our partner schools include John Moffet Elementary School, James R Ludlow School, Young Scholars Charter, and LaSalle Academy. We aim to steward The Clay Studio mission in our programming to advance the ceramic arts as a force for good. In our program we will explore handbuilding methods to create both functional & sculptural pieces as well as learn about wheelthrowing and claymation.

Program Schedule

- TSC staff members will arrive at the partner school on each day of programming (*once a week for each school*)
- TCS Staff Members will check students in at dismissal
- Break /Play Time at park either located on partner school campus or local public park (Parks Include: *Hancock Playground for Moffet/La Salle, Cruz Playground for Ludlow/Young Scholars 30-45 min*)
- All registered students and staff members will walk together to our facility located on American Street
- Snack & Homework Time at TSC (*15- 30 min*)
- Ceramic Lesson & Art Studio (*60-90 min*)
- Pick-Up at TCS (*5:00-5:30 PM*)

Pick-Up & Drop- Off

- Students must be registered for the program to attend on any given week
- If students are not in the designated pick-up area 10 min after school dismissal they will not be checked in for programming (*with the exception of caregiver communication*)
- Students who are allowed to walk home after programming must have permission from a guardian and to have made this apparent in the registration form
- Pick-up is from 5:00-5:30 PM, there will be no after-school programming on SDP half days or days off

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- Late Pick-up Policy: We understand that traffic, work, and unexpected delays can happen. Our goal is to support families while also respecting the time of our staff, who have responsibilities after program hours. Because of this, we allow for a 5 minute grace period for unavoidable delays. Families with 3 or more late pick-ups will be required to meet with program staff to discuss solutions. Continued lateness may result in suspension or removal from the program. **If you will be picking up your student after 5:30 PM, you must contact us at 215-922-3453.**

Dates to Note

Family Workshops

Each year, we hold three family workshops where families who register can come to the studio for a hand-building workshop. We offer snacks then transition to the ceramic project. This is a great chance for students in our program to show off their skills, and families to experience a day in the life of the program. Spots are first come-first serve.

November 20th, February 19th & May 21st.

End of Year Celebration, June 4th



Registration Information

To register your child for The Clay Studio After-School Artist Program, please fill out the registration form found below. **Students must attend one of our partner schools listed below and enrolled in grades 3-8.** Completion of these registration forms serve as an agreement to the policies outlined in the remainder of the handbook.

Prior to the start of the program, you will receive a confirmation email that your child has been registered.

For any questions regarding registration information please contact Kayla Johnson,
kjohnson@theclaystudio.org

[Moffet Elementary](#)

LaSalle Academy

Ludlow Elementary



Minor General Release & Photo Release

I/We, (parents/ guardian name), being the parent(s) or legal guardian(s) on behalf of the child/minor (the student) hereby release, discharge, and hold harmless The Clay Studio and their officers, trustees, agents, and employees from and against all losses, claims, actions, costs, expenses and/or damages, including attorney fees, arising out of the Students's participation in The Clay Studio's After-School Program, except for the willful misconduct or gross negligence of The Clay Studio.

I grant permission for the camper to participate in outdoor activities that may take place off of Clay Studio property. I grant to The Clay Studio, its representatives and employees the right to take photographs/video footage of my child and property in connection with the above-identified subject. I authorize The Clay Studio, its assigns and transferees to copyright, use, and publish the same in print and/or electronically. I agree that The Clay Studio may use such photographs/video footage of my child with or without my name and for any lawful purpose, including for example such purposes as publicity, illustration, advertising and web content. I have read and understood the above.



Community/Family Partnership

At The Clay Studio, we have a shared community agreement posted on our wall to express the need to support each other in this space. It reads, “As members of the Clay Studio Community, we commit to supporting our mission and values of access, community, inclusivity, and accountability. Together, we agree: We are all responsible for creating the space, support, and inspiration necessary for expression and learning in the ceramic arts. We welcome each other with compassion and collaboration, and share space so all can learn and thrive. We respect others, including their artwork, perspectives, and diverse backgrounds. Everyone has something to learn: everyone has something to teach. To be present and gentle with ourselves, we should embrace the time we have given ourselves to be in the studio and with others: practice makes progress, not perfection.”

We bring this same community agreement to The Clay Studio After School Artist program and aim to cultivate a program that feels safe and fun for students. In order to achieve this agreement, it is important for families, program staff, and students to recognize this shared responsibility.

In the same vein, we love hearing feedback from families and welcome this informally. We also will send out a survey periodically and appreciate hearing your voices.

Student Needs

The Clay Studio aims to be an accessible space for all students to build community and develop their artistic style. We strive to accommodate all students including students with additional individual needs. In order to determine how and if we can meet your student’s additional needs, please reach out with specific information and accommodations necessary for your student. Due to our staffing limitations, children that require a one-on-one aide at school are required to have an adult or aide in our after-school program as well.

Families are encouraged to share any and all information as early as possible to ensure we can provide equitable support, please contact Kayla Johnson, kjohnson@theclaystudio.org



Conduct Policy

The Clay Studio aims to provide every student with a safe and fun learning environment where art is at the forefront. We hope that each student can stay through the school year to develop their art style and be in community with other learners outside of the school environment. If after communication of our community agreement and individual support there is frequent/continued inappropriate or unsafe behavior, we will need to withdraw the child's enrollment. This is reserved for behavior that in its intensity affects the student or other students' experience or safety in our program.

Family Grievance Policy

As families are a part of our community here, we want to keep an open line of communication. If there are any grievances that arrive in regards to a student/family concern that has not been resolved, we encourage communication to identify and resolve these challenges. First, communicate with Kayla Johnson, After-School Program Coordinator, kjohnson@theclaystudio.org. If the challenge has not been resolved, contact Tessa Kenamer, Community Engagement Manager, tkenamer@theclaystudio.org.

In very rare cases where family behavior is not in accordance with our community agreement including verbal abuse, threats, and other similar behavior, The Clay Studio reserves the right to immediately terminate the student and family relationship to The Clay Studio.

Reporting Child Abuse & Neglect

Reporting Child Abuse and Neglect Pennsylvania law requires professionals who work on behalf of children (such as teachers and counselors) to report child abuse and/or neglect whenever they have reasonable suspicion of child abuse and/or neglect. If a Clay Studio staff member suspects that a child in the class is being emotionally, sexually, or physically abused or neglected, they are required by law to directly report their suspicions to ChildLine and then notify their supervisor that they have made a report. Once a report of suspected abuse and/or neglect has been made, child services determine whether or not to conduct an investigation. Any person can make a report of suspected abuse or neglect by calling ChildLine: 800-932-0313.



Health & Safety

The Clay Studio follows the guidelines listed below to ensure a safe environment for students in our building and during our walk

- We provide headcounts of students before walk, during, and upon arrival to our facility
- We position staff at the front and back of student group as we walk
- Maintaining student/staff ratio
- Keep copies of health and student medical information as well as emergency contacts with staff at all times
- First Aid Kits remain with After-School Staff at all times
- Staff members are equipped with Red Cross First Aid Training

Emergency Response

If an emergency occurs:

- In a life threatening emergency, we will call emergency medical services, 911
- In a non-life threatening emergency, we will determine appropriate next steps

In both occasions we will contact the primary caregiver of the student/students involved and if not reached, the other listed contacts will be called.

Notify The Clay Studio immediately if there are any changes to your emergency contact information during the year.

Food Restrictions

If your child has an allergy, please denote this in the registration form. We request that you reach out with any additional information regarding an Allergy Action Plan in the case of exposure. If your child has any dietary restrictions as it relates to religious/cultural reasons, please let us know. The snacks we typically provide include chips, fruit snacks & juice. We have special occasions where we offer other snacks as well, so it is imperative that we have any restrictions noted.



Final Notes

It has been an absolute pleasure to work with our wonderful student community over the years. Looking forward to another year of partnership & art making.

Feel free to reach out with any questions that have come up over the course of the handbook information.

Kayla Johnson

After School Coordinator & Teaching Artist

kjohnson@theclaystudio.org