

STUDENT GUIDE

Contact Information

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Mission Statement

Founded in 1974, The Clay Studio is committed to ensuring the space, support, and inspiration necessary for expression and learning in the ceramic arts. We work in partnership with artists and the community to advance the ceramic arts as a force for good, building connections where all can flourish.

Shared Community Agreement

As a member of our community, you support our mission and values of access, community, inclusivity, and accountability. 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*

Facility Information

Building Access for Students

- The VERKADA app is required for stairwell and elevator access and student access begins daily at 9:45 AM.
- **Main Entry Hours:**
 - Mon-Fri: 10:00 AM – 5:30 PM (unlocked front door)
 - Sat-Sun: 10:00 AM – 5:00 PM (unlocked front door)
 - Mon-Fri: 10:00 AM - 8:00 PM (front desk staff onsite to open the door if needed)
- **Evening Access:** enter via the community pavilion (garage door metal gate with the Verkada app):
 - Mon, Wed, Fri: 6:00 PM - 9:30 PM
 - Tue & Thur: 6:00 PM - 10:00 PM
 - Sat & Sun: 5:00 PM - 8:00 PM
- **Front Desk Evening Hours for purchasing clay & tools** (students only) :
 - Mon-Fri: 6:30 PM - 8:00 PM

Important Facility Notes

- **Fully accessible** facility with motion sensor doors, elevator, and ADA-approved features
- **No phone calls** in the studios (emergency exceptions only). Please take calls to the hallways or stairwells.
- **No guests, children, friends, or pets allowed.** Contact education staff for tours or other inquiries
- First aid kits located on floors 2, 3, 4 (left of mop closet next to the bathrooms). Report any problems or injuries immediately to the staff: Education@theclaystudio.org

Emergency Exits

- **Stairwell A:** Leads to the front vestibule and onto N American St.
 - **Stairwell B:** Exits at the back of the building, access street via the pavilion
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Food and Drink Policy

- No food or drink is allowed in the studios or in the glazeroom (closed or lidded drinks are permitted in the classrooms, but not the glazeroom)
 - 4th floor lounge and roof deck available for food/drinks during open studio hours (see weekly schedule for updates)
 - 4th floor refrigerator available for daily use only (fridges are cleaned out weekly, label all items with your name and date)
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Studio Resources and Guidelines

Personal Storage

- Each student receives **one storage cubby per registration enrollment in a 10 or 8 week class.**
- Cubbies are personal space only; do not remove tools, clay, or work from others' cubbies. Personal belongings can be kept in cubbies or coat closets. TCS is not responsible for lost or stolen valuables.
- No hanging items on/outside the cubbies
- Contact Education@theclaystudio.org before switching cubbies
- Coat closet located in hallway (clean items only, no towels/aprons)
- Lost and found is located on the 2nd floor, under the slab roller. Personal items will be located at the L&F at the front desk
- Students enrolled in a 5-Week Beginner class will utilize and share a blue cart.

Shared Equipment

- Black TCS-logo buckets and sponges are shared, cleaned, and returned to the shelf above the sinks after use
- No storing of communal or shared tools or supplies in cubbies; if found, they will be removed and returned to circulation
- **Wedging tables:** clean after use with plastic scraper, use the light or dark wedging tables depending on your clay body.
- Do not reclaim clay on wedging tables (use hallway plaster slabs)
- Step ladders are available in each 2nd-floor classroom. Please do not stand on stools
- Plug-in blow dryers are provided (one per room max, one assigned per room)- Heat guns and torches are **NOT permitted** for use in the school

Health and Safety

- **NO DRY SANDING** of greenware or bisque in the studio. **WET SANDING IN SINKS ONLY**
- Use wooden boards or cutting mats under slabs when cutting on tables
- Do not remove any items from the ceramic trash bin, located in the glaze room

Work Produced

- **No production-level work is permitted in the school** and all work created must be proportionate to the classes enrolled and the studio passport program. This includes work produced for resale as The Clay Studio's educational programs are not designed to support works produced at such levels. Students exceeding this rule may be asked to limit the volume of work produced or to go through the kiln rental program to fire any additional quantities.
- All work must be made within The Clay Studio facilities, using clay and glazes purchased at or provided by TCS.

Large Work Oversize Shelf (Room 211, Handbuilding)

- Greenware only: This is NOT an overflow shelf, only for work that does not fit on cubby, must be larger than 12" x 12" x 12"
- All work must be labeled with name and date, with a 2-week maximum storage time
- Labels can be picked up at the tech office window
- All work must be removed by the last day of the term, no work can be stored on the shelf between terms

Open Studio Hours

Eligibility and Rules

- Students who are registered for a class or studio passport have access to open studio hours during the term or their class period (specific to 5-Week classes)
- The weekly schedule, detailing classroom availability and updates, is emailed every Sunday
- Open studio hours are subject to change on short notice, please check the weekly email updates and posted schedules for any changes
- Students are not to use a classroom while a class is in session
- Open studio hours do not extend between terms, additional hours may be available during Obsession Sessions or the September Special

Clay, Tools, and Materials

Purchasing Clay & Tools

All clay must be purchased from the Front Desk on the 1st Floor (*see front page of this guide for shop hours*)

Materials Included

- **Glazes:** Variety of 20+ cone 6 glazes for reduction and electric firings
- **Low fire glazes:** Variety of cone 03 glazes
- **Slip:** 7 different colors
- **Underglaze:** 9 Speedball underglaze colors
- **Wax resist**
- **Shared tools:** wareboards, etc (located under tables and shared tool cart)

Outside Materials Policy

- **Outside Materials are STRICTLY PROHIBITED:** Outside clays, glazes, mason stains, materials, etc.
- **Exceptions:**
 - Commercial cone 6 clear glaze (with staff approval)
 - Non-fluxing underglaze (with staff approval via permission form, available at tech office)

Violation Consequences:

1st offense: Warning

2nd offense: Removal for the remainder of the term (no refund)

3rd offense: Permanent removal from TCS

Firing Procedures

Cart System for Firing Work

- Use the correct carts for the desired firing type (bisque, electric, gas, low fire) as there are specifically labeled carts for each
- Never mix low-fire with high-fire glazed work
- Place work towards the back and place on the appropriate height shelf
- Do not handle or move other students work, ask for assistance
- Place work back to front on carts at the appropriate height shelves
- Greenware should be leather hard to bone dry, do not place wet work on the carts

Keeping track of your work

- Sign all work before placing on the carts to be fired.
- Consider photographing your pieces or taking notes of all your work.

Firing Schedule

- **Bisque:** Continuous throughout the term (multiple firings each week)
- **Glaze:** Weekly or as available (cone 6 electric & gas/reduction)
- **Greenware Deadline:** Last day to place work on the greenware carts to be fired in time for the last week of the term.
- No greenware carts will be available after the greenware deadline, students registered for the following term may continue working on greenware and work can be stored on students cubbies
- Multiple factors can cause delays, expect a 2 week turnaround. If you cannot find a piece, send us a photo or detailed description

Refiring Policy

- TCS will only refire work in cases of firing issues, such as pinholes, kiln misfires, etc
- Refires require a signed form from studio techs, this is to be placed with the work on the cart to be fired
- If students chose to refire their work, student may purchase a refire slip for \$10.00 per piece, at the tech office

Wet Work Guidelines

Timeline

- Students may make new work up until the greenware deadline, which is the last day of the 8th week of the term
- Students who are enrolled for the upcoming term may continue to make wet work until the last week but it is not guaranteed to be fired before the last week of the term

Size Limitations

- **Size limit:** 14" L x 14" W x 18" H (as greenware)
- **Oversized fee:** \$10 for bisque & \$10 for glaze (oversize slips available at the 2nd floor office or 1st floor)
- Kiln rental required for any work over 17" W or 18" H

Glazing Room & Glazing Procedures

Guidelines

- Full term students can glaze work throughout the term, 5 Week students have a designated glaze date
- All Cone 6 and low-fire glazes are located in the glaze room
- Do not remove glaze or wax from the glazeroom; only slips and underglazes can go to the classrooms and should be returned promptly after use
- Complete all glazing by the end of the term if not registered for an upcoming class
- Overlap glazes only on the top one-third of the piece
- Stir glaze thoroughly (20+ seconds) before use
- Leave ¼" unglazed from the bottom of the piece
- No stiling or jewelry racks permitted

Needs Help Shelf (Glaze room)

- Cracked/broken pieces will be moved to "needs help" shelf
- Work with glaze too close to the bottom, too thick, overlap, etc will go to the "needs help" shelf
- Clean or fix issues and return to them to the firing shelf
- Students should remove their work as they find it on the needs help shelf
- Work that cannot be fired will be removed and recycled or discarded after one month

Clean-Up Procedures

Health and Safety: Clay and glaze dust can cause serious health problems over prolonged exposure. Always clean thoroughly:

Clay Disposal

- **NEVER discard clay in the sink, discard into the reclaim buckets throughout the studio hallways**
- Pour water into the sink pans, you can use your sponge or hand to strain out clay debris
- Put any slip and remaining clay chunks in reclaim bins

Required Cleaning

- Students are required to clean the wheels, splash pans, benches, stools, tables, floor, and walls around their work areas
- **Clean and turn off wheels;** flip the stool on the wheel head once cleaned
- **Use squeegees and dust pans for clay scraps in your work area, on floors and tables**
- Scrape and clean wedging/plaster tables
- Return glazes and tools to their proper places
- Clean the glaze counter and replace the lids
- Wash wareboards, bats, etc, and leave above sinks to dry

Collecting Finished Work & End of Term Information

Firing Timeline

- Kilns are fired weekly, and all work is expected to be ready for pickup within 2 weeks from the date it was placed on the cart
- Pick up your work in the "Fired Artwork" room throughout the term, and work should be collected and removed promptly
- **Pick-up deadline:** Students will be notified via email, and a 2-week pickup deadline will be established at that time
- Work remaining after the deadline will be recycled or donated to the annual Pottery Sale at the studio's discretion

End-of-Term Cleanup

- Take work, tools, and clay home by the last day of the term if not returning
- All items left on shelves will be discarded before the next term

Evaluations

Class evaluations are available at the end of the term. Your feedback helps us improve classes and provide instructor guidance—we are always open to feedback, so please feel welcome to reach out to staff throughout the term with any questions or concerns.

Inclement Weather

The Clay Studio is expected to be open regardless of the weather. However, if it needs to close due to inclement weather or other travel impediments, an email notification will be sent to all students, and updates will be posted to the front page of our website www.theclaystudio.org. The Education Manager will schedule make-up classes, and information will be sent via email.

SMS Privacy Policy

By registering for a class, you consent to receive marketing text messages from The Clay Studio at the phone number provided. Text messages will be limited to important deadlines, upcoming events, and other relevant updates.

You can unsubscribe at any time by texting STOP or by using the unsubscribe link included in our messages. Once you opt out, we will send a confirmation message, and no further texts will be sent unless you sign up again.

If you have any questions about your data or our privacy practices as it pertains to our SMS policy, please visit <http://eepurl.com/1O627J9ULT>.

Publicity Policy

Unless informed otherwise, The Clay Studio will consider photographs taken of students in the school and of their artwork to be permissible for publication in Clay Studio publications in print and online.

Transportation and Parking

Street Parking

- Unmetered parking on N American and surrounding streets (Check the signs on each block)

Paid Parking

- [LAZ Parking](#): 1400 N Howard St (2 blocks away)
- **Lot at 1320 N Front St**: (7-8 minute walk; more expensive Thursday-Sunday)

Public Transportation & Alternative Options

- **Subway**: Market Frankford Line to Girard Station (10-minute walk)
 - **Bus Options**:
 - Route 5 to 2nd & Girard (6-minute walk)
 - Route 57 American & Master (across the street)
 - **Indego bike share** at 3rd & Girard
 - **Enterprise CarShare** at 6th & Girard
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Additional Programs

Functional & Exhibition Galleries

Rotating exhibitions every 10-12 weeks; join us at a Second Thursday Gallery Night from 5-8 pm. The Functional Gallery shows work by 75 local and national artists and is a wonderful educational resource for you.

- **Hours**: Mon-Fri 11 AM - 5:30 PM, Sat-Sun 11 AM - 5 PM

Community Engagement: Claymobile & Hands on Clay

An award-winning mobile ceramic program serving 6,000 youth and adults annually at 200 sites throughout the greater Philadelphia region. We also host weekly free community workshops, after-school programs, and drop-in events at the studio, and participate in over 20 festivals across the city.

Resident Artists Program

Competitive juried program for ceramic artists focused on creative growth and professional development for twelve artists.

Current Resident Artists: Bradford Davis, Dehmie Dehmlow, Adrian Gomez, Jeremiah Ibarra, Dauen Lim, Nicholas Malik McDonald, Chelsea McMaster, Janina Myronova, Micah Sweezie, Michelle Solorzano, Arista Wilson, and Robert Zumwalt.

Associate Artists Program

Non-juried communal studio space for 49 individuals with 24-hour access, serving former students and experienced ceramicists seeking shared resources and community.

Learn more about all our programs and upcoming events at www.theclaystudio.org. Details on the Code of Conduct are available on the website under 'Registration Info' and 'Policies'.