



Stoneware, Porcelain & Glaze

Eric Jackson, Instructor

SUPPLIES FOR FIRST DAY OF CLASS

- 25lbs of Cone 10 high fired stoneware: Porcelain, Balcones white or red.
- Pottery tool kit: sponge, wood knife, needle tool, trimming tool and cutting wire
- straight edged rib with right angled corner
- a curved, flexible rib
- Sumi style brush
- Small bucket for water
- Appropriate clothing
- Hand towel

PERSONAL PROTECTIVE EQUIPMENT

- Apron to protect your clothing
- Dust mask: protect student from breathing in dust particles
- Glasses: protective eyewear
- Plastic, Nitrile or rubber gloves (no latex gloves due to allergies): when working with glazes

OPTIONAL & SUGGESTED SUPPLIES

- Bamboo brushes: 1 small round and 1 hake style flat

Other supplies may be added as the course progresses, as suggested by the instructor.

PLEASE KEEP YOUR RECEIPTS IN CASE THE CLASS IS CANCELLED OR TO RETURN UNUSED SUPPLIES!

SUPPLY STORE(S)

Armadillo Clay 3307 E. 4th St 385-7311

Cancellation & Refunds

Program attendance is the responsibility of the participant. Failure to attend a class does not entitle a participant to a transfer, make-up, prorate or refund. Registration fees are refundable in full only if the Arts School has cancelled the class.

Registrations cancelled with at least 7 days advanced notice may be issued a refund; minus a \$35 non-refundable deposit. If the receipt amount is \$35 or less, the refund will be half of the class fee. No refunds are issued for registrations that are cancelled without 7 days advanced notice. Refunds are issued to the charging credit card, by check from the City of Austin (please allow 4 - 6 weeks for processing) or you may apply the credit to your account; which may be used by any immediate family member for any program offered at the Dougherty Arts School for up to one year. Please note that refunds under \$10 will only be made to the charging credit card or to credit your account. We are sorry that we are unable to process refund checks under \$10 at this time. There is a \$25 cash fee on all returned checks.

CERAMIC STUDIO POLICIES

Initiated: 8/30/04

Revised: 12/7/2011

Instructors are required to hand out these policies at the beginning of each session and are also required to go over the policies by the second class day.

PURPOSE: To establish operating procedures for the Dougherty Arts School Clay Studio in order to insure the safe and proper operation of equipment, promote a safe work environment, identify and raise awareness of any potential hazards and insure tasks are performed in a consistent and effective manner.

SCOPE: Any Parks and Recreation Department employee responsible for performing tasks, functions or activities associated with this standard operating procedure. Any participant registered to take any ceramics studio activity offered by Parks and Recreation Department must adhere to these operating procedures.

ATTENDANCE

- Program attendance is the responsibility of the participant. Failure to attend does not entitle a participant to a transfer or a refund. Make-ups are not available for absences. Fees will not be prorated for absences.
- Due to safety factors, CHILDREN ARE NOT ALLOWED in classes or open studio hours. Individuals registered in classes cannot bring children or friends into the studio to observe, learn procedures, or allow them to use any of the equipment.
- Students age 15 -17 years may register for classes with the approval of the Arts School Office and must have a parent/guardian sign a waiver release form, which must be on file in the office.

ITEMS PRODUCED: Everything produced in clay and glazed in the Dougherty Arts School is recommended for decorative purposes only and is NOT "food safe." Raku Glazes are not "Food Safe."

STUDIO CLEAN UP: *Please keep the studio clean and safe for everyone! Each student is responsible for cleaning their area.*

Please be considerate of closing hours and allow time for cleanup.

- WHEELS: wash off wheel head, shelf area, stool, surrounding area and splash pan with a sponge. Turn off wheel. Place stool back on top of the wheel head. At the end of class, please turn off the main wheel power located next to the wheels.
- TRIMMINGS: pick up and dispose of moist trimmings.
- WEDGING TABLE: scrape off excess clay, wipe off and leave free of debris.
- HANDBUILDING TABLES: Scrape off dry clay and wet sponge the canvas. Place your stool on top of the table.
- STUDIO: Please clean and return all items to their original storage area.
- GLAZING AREA:
 1. Clean up all spilled glaze from the table, floor and buckets. Use newspapers on the glaze table for faster clean up. Use a wet sponge to ensure the removal of all glaze splashes or drips. Dried glaze/clay particles when airborne are unhealthy to breathe.
 2. **Wash all utensils to avoid glaze contamination:** brushes, buckets, tubs, mixing sticks, dipping tongs, etc.)
 3. **Use gloves and goggles when glazing.**

SUPPLIES: Students must provide their own tools. Basic tools (buckets, sponges and bats) are available in the studio.

MATERIAL SAFETY DATA SHEETS (MSDS): A notebook listing all chemicals used in the Clay Studio is available for student use. MSDS contain the makeup chemicals used and safety information.

FOOD & DRINKS: are not allowed in the clay studio or clay studio courtyard. Students and instructors may eat and drink in the lobby. Vending machines are available for student use. No change is available in the Arts School Office.

PERSONAL BELONGINGS: Please do not bring valuable items to class. The City of Austin, Parks and Recreation Department and the Dougherty Arts Center is not responsible for lost or stolen property.

FIRING & KILNS:

- The clay studio does not have the capacity to allow outside pieces or production work.
- The clay studio has two electric kilns that are used for bisque firing, cone 06; one gas kiln used for cone 10 glaze firing only; and one gas raku kiln used for raku firing only.
- Only trained staff will do loading, unloading and firing of all kilns.

WAX: A hot wax skillet is provided in the studio, do not set it above 200 degrees. If the wax starts smoking, please turn it off immediately. Students are welcome to purchase cold wax resist if needed for their projects.

CERAMIC POLICIES CONTINUED

CLAY BODIES & GLAZES:

- An approved list of chemicals and clay bodies is posted in the MSDS Notebook available in the clay studio.
- Glazes, stains, overglazes and underglazes are mixed and maintained by the Studio Technician.
- No outside clay bodies, glazes, stains, overglazes, underglazes or other chemicals are allowed without prior approval of the Studio Technician and the Arts School Administration. All requests must be in writing and include a copy of the MSDS.
- **Glaze problems:** Pinholes, cracking and excessive glaze thickness near the wax areas are considered a problem. If the glaze is not appropriate for firing, it will not be fired and will be returned to the glaze shelf for correction. Each instructor should examine all glazed ware to prevent student work from being rejected. The studio technician will not remove glaze from pieces before firing.
- Glazing workshops will be provided at various times of the year.
- ***As per the Texas Hazard Communication Act, Chapter 502 of the Texas Health and Safety Code, requires public employers to provide employees with specific information on the hazard of the chemicals to which employees may be exposed in the work place. Employers may be subject to administrative penalties and civil or criminal fines ranging from \$50 to 100,000 for each violation of this act.***

LAST 2 WEEKS OF CLASS: The 5th week of a 6-week session is the last week to produce new thrown or hand built “wet” pieces. The last week of class is for finishing and trimming pieces only.

SAFETY PERSONAL PROTECTION EQUIPMENT: Students should wear comfortable clothing and **closed toe shoes**. Students should provide an apron, dust mask/protective eyewear (when needed) and Nitrile or rubber gloves when working with glazes.

STUDIO ACCESS

- The studio/classroom is only open and available to registered students during their times of their class they enrolled into or when there is an open studio in session.
- The studio can not be used with out supervision when it is closed.
- If you arrive early and another class (not your class) is in session, please **do not enter** the studio out of courtesy for students that have paid for their time slot. Questions about class times can be directed to the registration office, program specialist or found online.
- If your class session has ended but you still have bisqueware that needs to be glazed, you can glaze it 1) by requesting permission from the program specialist and 2) your former instructor allows you to come in during next session’s class time for 1 class only.
- Open studio is only available to students that are currently enrolled.

CONSUMPTION OF ALCOHOL: The studio / classroom environment contains potentially dangerous materials and equipment. DAC students, staff, instructors and contractors should not consume alcohol before or during class. Possession or consumption of alcoholic beverages is prohibited in all areas of the Dougherty Arts Center except the Julia C. Buttridge Gallery under special circumstances. Alcohol will only be available in the Gallery if the renter or organization **hosting the event** provides alcohol for consumption to the general public; has provided liability insurance and an alcohol license; and the Parks Department Director has given approval. No alcohol may be taken from the gallery into the studio / classroom or other areas of the Dougherty Arts Center. Students should not drink alcohol at the reception and return to the classroom. If alcohol is consumed the student will be asked to leave and no refunds will be given.



<http://austintexas.gov/department/parks-and-recreation>

The City of Austin is proud to comply with the Americans with Disabilities Act. If you require assistance for participation in our programs or use of our facilities, please call 974-4002