

## PCS CLASS PROTOCOLS, TIPS FOR SUCCESS

PLEASE READ AND INITIAL AT THE BOTTOM. Your initials signify that you are clear about the content of this document.

RETURN IT TO YOUR INSTRUCTOR UPON THE FIRST CLASS OF THE SESSION

### BASICS:

- Come to class on time (within reason) and leave when class ends. Clean-up will begin approximately 15-20 minutes prior to the end of class. Students should not remain in the studio without an instructor.
- Make sure you know where your class shelf is located and secure a spot for your work. You may label part of the shelf if you wish. This can be a class decision or an individual one.
- Your material fees cover the cost of your clay. The fees cover roughly three sleeves of clay per student, glazes, wax resist, oxides and underglaze. Extra clay may be signed out and purchased. Ask your instructor to oversee that process if needed.
- Make sure you have a **firing sheet**. Keep it up to date and have your instructor sign it when you pay. Circle the amount paid and the date.
- Payment can be made by putting money or a check in an envelope and placing it in the mailbox next to the clay room.
- You may pay online instead. Use our website in the 'member' tab. Enter your information and the amount.  
<https://peekskillclaystudios.com/members/information-for-members/>
- Aim to COMPLETE your work within the six-week class cycle. Classes 5 & 6 (with little exception) should be used for finishing and glazing.
- If you need to miss a class, let the instructor know. There are no make-up classes. If an extenuating circumstance arises, please contact [jessica@peekskillclaystudios.com](mailto:jessica@peekskillclaystudios.com)
- The student/member calendar can be accessed via **TeamUP**. You can download the app or find the link on our website.  
<https://teamup.com/ksbvexv6a9uhe9b8de> You can also use the QR code now posted on the white-board downstairs.
- There is a NON-INSTRUCTIONAL open studio most Saturdays from 10:30-12:30. You will receive a link via e-mail on Friday afternoon and you must sign up. If you just want to stop in to check a piece or pick up fired work, you may do so during this timeslot without adding your name or choosing a workspace.
- If you sign up for a wheel slot, please make the table space available to hand-builders. Additional table space can be found in the far back room upstairs.
- If weather or an emergency impacts a class, you will be notified by e-mail as soon as possible. Cancelled classes will be made up at the END of the session.
- We work hard to keep the studio safe for everyone but please be aware that you use the facility at your own risk. Take extra care around ramps, steps, appliances and tools and water.

### CLAY CARE AND KEEPING IT CLEAN:

- **BE ABSOLUTELY SURE THAT YOU REMOVE ALL TOOLS FROM YOUR BUCKET BEFORE EMPTYING IT. TOOLS ARE A DANGER TO OUR STAFF AND COULD RESULT IN INJURY OR THE CONTAMINATION OF OUR CLAY.**
- Make sure you wash tools in the wash-out buckets in the sink. This is the bucket with holes that lets out excess water. You may do a final rinse with clean water.
- The thin, top layer of your throwing water should also go in this washout bucket.
- Thicker sludge/slip at the bottom of your throwing bucket should go in the reclaim bucket located under the sink. Be sure to use the one that MATCHES the type of clay you have.
- Dry-out and wedge any remaining clay for re-use. The concrete board table tops or wedging tables are absorbent and usually clay can be wedged within a half hour of being placed there.
- ANY QUESTIONS ON THE ABOVE, KINDLY ASK YOUR INSTRUCTOR.
- Wrap up in-progress projects. Projects that are touching the board or bat may dry more quickly because boards and wooden bats are porous.
- Wipe down ALL SURFACES. Use clean water and rinse and squeeze your sponges.
- If you are wheel throwing, clean the wheel-head, splash pan & floor around the wheel. Leave it as or better than you found it.

**GLAZE & FIRING:**

- BE SURE TO MARK YOUR WORK CLEARLY WITH YOUR NAME.
- The firing cycle is TWO WEEKS. You can expect to get things back within that time frame for bisque or glaze.
- Large or flat items may take longer.
- Pick up your work as soon as it's available, move it to the class shelf for storage until you glaze it or bring it home.
- Make sure to stir up glazes before using them. Check the consistency and if something seems wrong, speak with your instructor.
- Test tiles are available so you can see combinations.
- Leave about ¼" of space between the bottom or foot of your pot and where it will touch the shelf.
- If you're using TWO glazes in layers, you want to wipe up ½" to avoid drips. You may wax it but ALSO wipe it well.
- Get instruction if you are not sure. Incorrectly cleaned pots will go to the 'hospital' shelf and wait for your attention.
- Wash your glazing tools—cups, brushes, tongs, basins & put in dish drain or away.
- Wipe glaze counter or table.
- Clean up spill/splashes and wipe outside of buckets. Re-stack buckets in proper order (glaze names are written on the counter side).

I, (Print Name) \_\_\_\_\_ have read this document. My initials verify my understanding and consent (initials here) \_\_\_\_\_