

**\*\*Cancellation Policy\*\***

Students must cancel one week before the first class begins in order to receive a full refund. Cancellations after this time can only be refunded if we can fill the seat. Classes require a minimum of four participants to run.

**Indigo Fire Student Policies**

Table of Contents

<ul style="list-style-type: none"><li>1. Class Structure<ul style="list-style-type: none"><li>a. Missing Classes/Makeup Policy</li><li>b. Introductory Class</li><li>c. Clay Usage</li><li>d. Class Stamps</li><li>e. Post-Class Studio Usage</li><li>f. Between-semester shelf clearing</li><li>g. Outside Class Practice Time</li></ul></li><li>2. Independent Study<ul style="list-style-type: none"><li>a. Guidelines</li><li>b. Renewal</li><li>c. Waiting List</li></ul></li><li>3. Studio Operations<ul style="list-style-type: none"><li>a. Kiln Room</li><li>b. Recycling</li><li>c. Glazing</li><li>d. In Progress Shelf Storage</li><li>e. Bisque Pottery Shelf Storage</li><li>f. Finished Pottery Shelf Storage</li><li>g. Tools</li></ul></li><li>4. Materials Information<ul style="list-style-type: none"><li>a. Clay</li><li>b. Bucket Glazes</li><li>c. Underglazes</li><li>d. Oxide Washes</li><li>e. Waxes</li><li>f. Outside materials</li></ul></li></ul>	<ul style="list-style-type: none"><li>5. Safety<ul style="list-style-type: none"><li>a. Dust</li><li>b. Glazes</li><li>c. Underglazes</li><li>d. Oxide Washes</li><li>e. Slab Roller</li><li>f. Extruder</li><li>g. Pug Mill</li><li>h. Floors</li><li>i. Tools</li><li>j. Food</li></ul></li><li>6. Cleaning and Etiquette</li><li>7. Registration<ul style="list-style-type: none"><li>a. Class Registration Timing</li><li>b. Early Registration Period</li><li>c. Waiting List</li></ul></li><li>8. Personal Belongings<ul style="list-style-type: none"><li>a. Forgotten Items</li><li>b. Tools</li><li>c. Aprons/Towels</li><li>d. Theft</li></ul></li><li>9. Kitchen<ul style="list-style-type: none"><li>a. Personal Food</li><li>b. Coffee</li><li>c. Microwave</li><li>d. Toaster</li></ul></li><li>10. Adherence to these policies</li></ul>
---	---

**1) Class Structure**

**a. Missing Classes/Make Up Policy**

Indigo Fire has a very flexible class makeup policy. If a student has to miss a class, they are permitted to join any other class that week(That is suitable. An adult should not use the teen class to makeup their class). You may give the studio or your teacher a heads up as a courtesy although it's not required. You may even join two classes happening

that week if you have missed two weeks worth of classes. We entrust students to not abuse this policy. All classes are allotted an extra “make-up week” that teachers can choose to take advantage of because of a holiday or their being sick.

## b. Introductory Class

The first class of the semester is usually the most important class and the one you should avoid skipping if possible. Missing the first class of the semester requires our teachers to cover all the introductory material a second time. If it is not possible to attend the first class, students should try to attend a different first class that week. If even this is not possible, reading this policy manual is a good start 😊

## c. Clay Usage

Students are given an allotment of clay for the semester. For our standard 8 week semesters this allotment is 45lbs. Students are required to record all clay usage in the Studio Ledger. Porcelain is recorded at 1.5x the amount of stoneware. **Clay gets recorded when taking it from the bag or the recycle bin regardless of if it becomes a finished pot or not.** It is not necessary to record clay used for trimming (please be mindful of not wasting though). **Wet clay throwing ends at the start of the second to last class of the semester.** Please do not be caught off guard by this. If students have no leather hard pottery to work on they may handbuild on this second to last class. No new pots should be made after this class. **The second to last class is also when students should pay for their extra clay at \$2 a lb. This is an honor system. Students may use up to 45lbs of additional clay. This gets recorded on the ledger as well. If Indigo Fire staff believe that a student is knowingly neglecting to record or pay for their clay they will be asked not to return to the studio and will not be given any type of refund.** Pots that are larger than 10.5” in height or width during the greenware stage incur a \$5 firing fee. Please put your paid receipt with the pot to be fired.

## d. Class Stamps

Every class has a designated stamp and bisque pottery shelf. Students have the option to stamp their leather-hard pots with their class stamp so that it is put away on the class shelf after bisquing.

## e. Post-Class Studio Usage

Students are permitted to use the studio after their class ends to complete their work. There are two restraints however: the studio clears out old pottery on the work-in-progress shelf the week before the next semester begins (see section F below) and also gets rid of old bisque/glazed pottery two months after it comes out of the kiln. Of course, as a courtesy, we appreciate students making their best effort to be timely about completing their work.

## f. Between-Semester Shelf Clearing

In between semesters, Indigo Fire staff clears out old pottery on the In-Progress Class Shelves. This is first done the week prior to the start of the next semester. Pots that are deemed forgotten are recycled. The criteria for a forgotten pot is that it is bone dry, moldy or both. Pots that are on the In-Progress Class Shelves at this time that don't look forgotten about are marked. All marked pots are recycled the day before the next semester starts.

### **g. Outside-Class Practice Time(Open Studio Privileges)**

Unless otherwise stated in the course description, students are permitted to practice in the studio anytime during open hours(which are listed online). This is true even when another class is running, though we cannot guarantee a wheel will be available. Please be respectful of the space classes are using at the time. Indigo Fire hosts workshops Saturday night and Sunday morning outside of our open hours. Students are not permitted to be here during that time.

## **2) Independent Study**

### **a. Guidelines**

#### **i. Qualification**

Indigo Fire staff are given full discretion to use their own judgement in deciding whether or not an individual is qualified to be an independent study student. The primary factor determining this is their ability to work in the studio successfully without guidance. This may come from personal ceramics experience or previous classes taken.

#### **ii. Clay and Materials**

Independent Study students are given an allotment of clay based on the duration of the independent study. They are required to record their clay usage just as class students are. Additional clay must be paid for when the Independent Study term ends.

#### **iii. Clay Usage**

Independent Study students are to make their best effort to synchronize the end of their term with the finishing of their pots. Students should not be making new pots within the two weeks leading up to their term's end and certainly not the final week if they know they don't intend to renew. If we find this policy is being abused, Indigo Fire staff may choose to warn the student or decline to enroll them in Independent Study again. If a student is not renewing their Independent Study, their shelf must be cleared on the last day of their term so it can be ready for a new student.

#### **iv. Orientation**

Independent Study students are required to get a tour and orientation of the studio. Reading through Indigo Fire's policies is part of this orientation. If the student has any questions about studio materials or operations, this is the best time to ask. Indigo Fire staff are always happy to help with issues, but we try to limit day to day questions as much as possible.

**v. Storage**

Independent Study students are asked to use their personal shelf only to store their work if possible. If more storage space is required at some point, students may use the class shelves. This should only be when necessary though, and not used regularly.

**b. Renewal**

Current Independent Study students intending to renew must do so upon(or earlier than) their first visit to the studio after their term has expired. Their new Independent Study term can start on this day. If a student intending to renew their independent study does not do so upon their first visit back, the start of their new term will be backdated to the day after their previous term expired. If a student does not renew within a week, Indigo Fire may assign their shelf to a new Independent Study student and deny their renewal.

**c. Waiting List**

Any individual may sign up for the independent study waiting list. Being on the waiting list does not automatically qualify someone for Independent Study. When Indigo Fire has a shelf available we will reach out to the next individual in line by email and/or phone to notify them. If we have not heard anything back within three days we will follow up again. If we don't hear back from this individual within one week, their spot will be given to the next person on the waiting list. If we don't hear back within two weeks, this individual will be taken off the waiting list. We understand that not everyone will be able to start their independent study immediately. If the individual confirms that they would like to start, but would have to do so more than a week out, this individual will be skipped. When another shelf becomes available, Indigo Fire will reach out to this individual again. If they still cannot start within a week, they will lose their spot on the waiting list.

**3) Studio Operations**

**a. Kiln Room**

**Students are not permitted to go in the kiln room.** Indigo Fire staff will explain to students who disregard this policy the danger of the kiln room and they will be given a warning. If a student continues to do so, they may be removed from the studio without a refund.

## **b. Recycling**

Indigo Fire recycles the clay used in the studio primarily with a pug mill. The pug mill may never be operated by students. Recycled clay may be used by all Indigo Fire students. Students may re-wedge clay being used that day. Students should not lay clay out anywhere to dry or store it in plastic in hopes of re-using it another day. We don't have space for this. This clay should be put in the recycle buckets and new clay should be taken when needed.

## **c. Responsible Glazing**

All of our class and independent study students have full access to our cone 6, bucket glazes. The onus is on students to glaze responsibly. Our studio operation is not designed for Indigo Fire staff to monitor and safe check all pots that get fired. Class students should rely on their teachers to learn about safe glazing and independent study students must have sufficient previous glazing experience to understand responsible glazing in order to qualify for Independent Study. This policy guide is not a tutorial on how to glaze. For information on this please refer to our Glazing Guide. Students should refer to the studio test tiles to gauge how likely a glaze is to drip or run. The test tiles should be considered conservative applications of the glazes. Larger or thicker pots will have the potential to take on a much thicker layer of glaze.

Studio staff pay attention to which pots run in the kiln. If a staff member sees a pattern or particularly irresponsible glazing they will leave a note about it. A note is considered a warning. If a student receives more than one note, they may be asked to only use the Safe Studio Glazes. This is a set of glazes that are not prone to dripping or glaze defects. If a student continues to glaze irresponsibly, they may be dismissed from the studio without refund.

## **d. In-Progress Shelf Storage**

There is a set of large, standalone shelves in the middle of the studio. These shelves are intended for class students to store wet-clay, works-in-progress. Anything besides this should not be stored on these shelves. This includes bisqueware, glazed pottery, clothes, tools or any other personal items.

## **e. Bisque Pottery Shelf Storage**

The bisque pottery shelves are located in the back of the studio. There are two shelving units. One is categorized by stamp images. Like all pots in the studio, bisqueware is tossed after two months. Bisqued pots may be worked on and then put back on the bisque shelves to finish later. They must be re-stickered if this is the case (ask a staff member to do so). If a pot is found on the bisque shelves without a sticker on it, we may assume it's an old pot.

## **f. Finished Pottery Shelf Storage**

Finished, glazed pottery is stored at the front of the studio. Like all pottery here, we guarantee that it will remain for two months after it comes out of the kiln. We ask that students try to pick their pots up as quickly as possible. Please do not leave pots on this shelf for future reference. Storage space is precious to us! If your pot comes out of the kiln with some kiln-wash stuck to the bottom, students may use our diamond-core sanding blocks to get it off. This should be done outside. If the weather is bad, the area being sanded must be completely wet when doing this inside. Pots that were glazed improperly and ran on the shelf may come back with a note from the staff about the incident. Refer to Studio Operations, section C for information on our responsible glazing policy.

#### **g. Did-Not-Get-Fired Shelf**

If a pot gets put on the shelf to be glaze fired and a staff member notices that there is an obvious issue with glaze application they will move the pot to the 'did not get fired' shelf (located in the middle of the bisque area). If your pot gets moved to this shelf it is likely because there was not enough glaze wiped from the bottom of your pot, the glaze is too thick or it is flaking off. If you are unsure about why your pot was moved to this shelf, ask a staff member for help. Sometimes, it is tricky to tell which glaze is on the pot since they are all different shades of pastel pinks and greys. Because of this the kiln loader will usually air on the side of safety if only a small margin was wiped away from the bottom. If you used a super safe glaze that you know doesn't run (white, clear, wanamaker, etc.) then simply leave a note in your pot with what the glaze combo is and we will know it is safe!

#### **h. Tools**

Indigo Fire provides students with the tools needed for basic pottery throwing and hand building. Be respectful of the tools and other students by cleaning and putting tools back in their designated areas. Please be understanding of the fact that these tools are being used by MANY people and may be in various stages of being worn out. If you plan on taking multiple classes or are a repeat independent study student we recommend getting a small set of basic tools, they are inexpensive and can be found online (bigceramicstore, blick, amazon) or any local art supply store. If there is a specialty tool that you are interested in but that we do not have, ask Ned and he might get one for the studio if it seems like other students would be interested too! Independent Study students may store their tools on their shelf, however class students are asked to take their tools home when they leave the studio.

### **4) Materials Information**

#### **a. Clay**

There are multiple types of clay in the pottery studio. Currently there are three types of stoneware and a porcelain clay. All are cone 6. Our recycle clay is a blend of all studio clays. All class and independent study work is fired at cone 6.

#### **b. Bucket Glazes**

There are 12+ cone 6 studio glazes available for class and independent study students at any point. These glaze recipes are mostly unique to Indigo Fire and all glazes are mixed here. The glazes are made to be as consistent and predictable as possible. Glazes have a mind of their own though and often give unexpected results. The glaze test tiles are the best representation of what to expect from the glazes. Each glaze is given a food safety rating between 1 and 5. These food safety ratings are not based on how toxic the glaze is known to be; it's only based on what metals go into the glaze. This means that the safety rating is conservative in the sense that all the glazes may be food safe, but we don't test our glazes for leaching. The glaze board is full of useful information on how runny, food safe etc. all the glazes are. We also have a Glaze Notes section on the board that publicizes useful, current information on glaze oddities.

### c. Underglazes

There is a small set of cone 6 underglazes that are always available to students. They may be mixed and used as needed. We only ask that students keep in mind that underglazes are a relatively expensive material for the studio, so they should not be wasted or used excessively.

### d. Oxide Washes

Oxide washes are small, concentrated mixes of metals and ceramic colorants. They are available to students, but they must be used carefully. Some are highly toxic. Brushes, sponges and other materials/tools that are used with the oxide washes should be washed thoroughly. Gloves should be worn when using these.

### e. Waxes

There are four types of wax in the studio:

- 1) Forbes Wax – this is the pink wax. It is the most regularly used wax. It is excellent to use on the bottom of bisqueware to help resist glaze. It cannot be used on top of glaze as it causes the glaze to peel.
- 2) Forbes Wax w alumina – this wax is also pink. You will see a small white layer of the settled alumina in the bottom of the container. The alumina helps the clay not stick to whatever else it is touching in the kiln. This is useful for lids that may stick and large pots that are prone to “plucking”.
- 3) Aftosa Wax – bright green wax. Aftosa wax is not as nice to work with as Forbes Wax. It does not brush as well. It does however, work well on top of glaze.
- 4) 70/30 Wax – light green wax. This wax is a blend (70% Forbes/30% Aftosa) that can be used on top of glaze without causing the glaze to peel while still being decently workable.

### f. Outside Materials

Indigo Fire does not permit students to bring outside clay or glaze into the studio. Small amounts of decorating materials like underglaze, oxide wash or shellac are generally ok. Please ask Ned first.

## **5) Safety**

### **a. Dust**

Of all the safety concerns in the studio, ceramic dust is the top risk. All types of ceramic dust are harmful to breath in over time and can lead to silicosis. This danger is most relevant for Ned and Brita who are in the studio a lot. This means that any activity that creates dust is not acceptable in the studio. This includes sanding bone-dry or bisque pottery, scraping dried clay off your clothes or apron, shaking out towels/clothes/aprons with dry clay on them, tossing around slab-roller canvases etc. Students must respect this policy. If they do not, they will be warned and eventually dismissed from the studio if behavior does not change.

### **b. Glazes**

All glazes are given a food safety rating. This food safety rating is determined by the toxicity of the materials that go into each glaze. It's not an indication of how likely these materials are to leach out of the glaze(which is the primary factor in this matter). Because we create our own glaze recipes, we are often making small modifications to our glazes or mixing them together which would make testing them irrelevant. In general, our glazes are very safe. We do not use any lead, barium, chrome, nickel or manganese in our recipes. Students should keep in mind that the primary way heavy metals get inside our bodies is through ingestion. With that said, it is not a bad idea to wear gloves when using certain glazes(which are available in the glaze area). Glaze dust should be cleaned away carefully as it is harmful for our lungs and body when we breathe it in!

### **c. Underglazes**

While most underglazes are advertised as "food safe", what this really means is that they are food safe when fired to the proper temperature and with a well melted glaze on top. In their raw state out of the bottle, they should be considered mildly toxic to handle.

### **d. Oxide Washes**

Some oxide washes are safe, however many contain concentrated amounts of heavy metals. Students should wear gloves when using them, and make sure to thoroughly clean brushes, sponges and any other studio materials used with the oxide washes.

### **e. Slab Roller**

The primary safety concern with the slab roller is exactly what you would expect! It is very easy to pinch your fingers between the rollers. Please be careful of this. There are



different canvases for different clay types in the studio. Please use the correct clay with the correct canvas. It should also be noted that the canvases get fairly dusty over time so they should be handled carefully to avoid getting dust airborne.

#### **f. Extruder**

The extruder may be used by students. Class students should ask for a demonstration from their instructor. Independent Study students should only use it if they have previous experience with extruders. Like all equipment, tools, and materials in the studio, it should be cleaned completely after using.

#### **g. Pug Mill**

Students are never permitted to use the studio pugmill.

#### **h. Floors**

Students are responsible for cleaning any part of the studio they are working at. This includes the floor. Sponge mops are located around the studio and should be used by students to clean up dried clay, wet clay, clay water or any other variant of clay that gets on the floor! Sweeping is never allowed in the studio.

#### **i. Tools**

There are many pokey-stabby-slicey tools in the studio. We tend to store these away in drawers, however they often float around with the rest of the studio tools. Students must always be careful when using these tools.

#### **j. Food**

Food may be brought to the studio, but we ask that it is only eaten at the kitchen table. If food is laid out for others to enjoy somewhere else in the studio, that area should be thoroughly cleaned first.

### **6) Cleaning and Etiquette**

All materials, boards, surfaces, tools and equipment must be completely cleaned after use. The next person who goes to use any of these items should not be able to tell what type of clay was last used. Everything should be clay-free. This is a common-sense policy and the studio has a low tolerance for students who do not respect it. Students may be dismissed from the studio after receiving a warning about their cleaning practice.

### **7) Registration**

#### **a. Class Registration Timing**

We usually open registration for the next semester during the second or third week of the current semester. This may vary during the year though. We try to be as transparent about when we post classes as possible. Current students are given an early

registration period before classes are opened up to the general public. We always publish a newsletter when classes are opened to the public.

#### **b. Early Registration Period**

Students in the current semester as well as the previous semester will be given an early registration period for classes. We send this as an email with links to the classes. These links may not be forwarded and used by friends and family of the students.

#### **c. Waiting List**

Students may call or email the studio to be placed on a waiting list for classes.

### **8) Personal Belongings**

#### **a. Forgotten items**

We have a lost and found area, but Indigo Fire is not responsible for any items that are left at the studio. We may deem items that have been left there for several months abandoned and give them away or sell them.

#### **b. Tools**

We encourage students to purchase their own set of tools. These tools must come to and from the studio with their owner as we do not have space to store everyone's tools. Like all forgotten items, the studio is not responsible for tools that students leave at the studio. More than likely, they will just be incorporated into our public tools.

#### **c. Aprons/Towels**

Indigo Fire provides some studio aprons and towels. Indigo Fire aprons are recognizable as they have an Indigo Fire logo on the front. All other aprons should be brought to and from the studio with their owner. Whether a student is using their own apron, or borrowing a studio apron, it is their responsibility to keep it clean as aprons can be a big source of dust. The same policy is in place for studio towels. Students may bring in and take home their own towels. If they are borrowing studio towels, they must wash and hang them on our drying rack after use.

#### **d. Theft**

Indigo Fire has a zero tolerance policy for theft. If a student is found or believed to have stolen an item we may dismiss them from the studio without refund.

### **9) Kitchen**

#### **a. Personal Food**

Students are welcome to bring food into the studio and store it in our kitchen area or refrigerator. Please be mindful that Indigo Fire staff are heavy grazers and may not be able to resist eating any food you leave behind!

**b. Coffee**

We often have coffee brewing or saved in the fridge. Students are welcome to ask about coffee and we are always happy to share if it's available.

**c. Microwave**

Students may use the studio microwave as needed.

**d. Toaster**

Students are not permitted to use the studio toaster oven. Only staff may use this.

**10) Adherence to these Policies**

By signing up for a class or Independent Study at Indigo Fire you are agreeing to read, understand and abide by these policies.