

## **Cancellation and Rescheduling Policy**

\* Notice of cancellation or rescheduling must be given in writing to [indigofirestudio@gmail.com](mailto:indigofirestudio@gmail.com) in all cases

### **Workshops -**

Workshop registrations may be rescheduled or cancelled for a full refund up until 48 hours of the event. Once inside of 48 hours there is a fee equal to 50% of the cost of the original booking to reschedule or cancel. This policy does not change for unexpected life events, obligations or illness. We do not refund or reschedule for no shows.

### **Private Lessons -**

Private lessons may be freely rescheduled and are fully refundable up until 24 hours of the event. Inside of 24 hours, there is a \$50 fee per registration to cancel. This fee is deducted from your refund. Notice of cancellation or rescheduling must be given in writing. This policy does not change for unexpected life events, obligations or illness. We do not refund or reschedule for no shows. Lessons are not extended for late arrivals.

### **Classes -**

Students can cancel one week before the first class begins and receive a refund minus a \$35 cancellation fee. This fee is deducted from your refund. Cancellations less than one week before the first class begins can only be refunded if we can fill the seat. If there is space, students may change their class up until one week of the start date of the class they're currently registered for. Students should send an email [indigofirestudio@gmail.com](mailto:indigofirestudio@gmail.com) to see if we can move your booking and replace your registration.

### **Independent Study -**

Independent study is not refundable. Students should email [indigofirestudio@gmail.com](mailto:indigofirestudio@gmail.com) at least two weeks in advance of their next renewal date to notify the studio and cancel their independent study.

### **Summer Kids Program -**

Summer kids program registrations may be rescheduled or cancelled before June 13th for a refund minus a \$35 cancellation fee. This fee is deducted from your refund. Cancellations after June 13th can only be refunded if we can fill your seat.

### **Gift Cards -**

Gift cards are not refundable.

# Indigo Fire Student Policies

## Table of Contents

<b>Universal</b>	
<ol style="list-style-type: none"> <li>1. Class Structure               <ol style="list-style-type: none"> <li>a. Missing Classes/Makeup Policy</li> <li>b. Introductory Class</li> <li>c. Clay Usage</li> <li>d. Firing Fees</li> <li>e. Class Stamps</li> <li>f. Post-Class Studio Usage</li> <li>g. Outside Class Practice Time</li> </ol> </li> <li>2. Independent Study               <ol style="list-style-type: none"> <li>a. Guidelines</li> <li>b. Waiting List</li> </ol> </li> <li>3. Studio Operations               <ol 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- Belmont vs. Watertown</li> </ol> </li> <li>4. Materials Information               <ol 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> </ol> </li> </ol>	<ol style="list-style-type: none"> <li>5. Safety               <ol style="list-style-type: none"> <li>a. Dust</li> <li>b. Glazes</li> <li>c. Oxide Washes</li> <li>d. Slab Roller</li> <li>e. Extruder</li> <li>f. Pug Mill</li> <li>g. Floors</li> <li>h. Tools</li> <li>i. Food</li> </ol> </li> <li>6. Cleaning and Etiquette</li> <li>7. Registration               <ol style="list-style-type: none"> <li>a. Class Registration Timing</li> <li>b. Early Registration Period</li> </ol> </li> <li>8. Personal Belongings               <ol style="list-style-type: none"> <li>a. Forgotten Items</li> <li>b. Tools</li> <li>c. Aprons/Towels</li> <li>d. Theft</li> </ol> </li> <li>9. Kitchen               <ol style="list-style-type: none"> <li>a. Personal Food</li> <li>b. Coffee</li> <li>c. Microwave</li> <li>d. Toaster</li> </ol> </li> <li>10. Adherence to these policies</li> </ol>

### 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

Students must attend the first class of the semester. It is a poor use of class time for 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, students can read the New Student Orientation section of our [Student Info Page](#).

## c. Clay Usage

Students are given an allotment of clay for the semester. 8 week classes offer 45lbs, 10 week classes offer 55lbs and 12 week classes offer 65lbs. 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. Students will be invoiced for extra clay used. Students may use additional clay up to the amount of clay initially allotted for the semester. This gets recorded on the ledger as well. Knowingly neglecting to record clay use is a breach of studio policy.**

## d. Firing Fees

Pots that are larger than 10.5" in height or width during the greenware stage incur a \$10 firing fee. Please put your paid receipt with the pot to be fired. Pots may not be larger than 15".

## e. Class Stamps

Every class has a designated stamp with specific bisque and glaze shelves associated with it. Students have the option to stamp their leather-hard pots with their class stamp so that it is put away on the class shelf and easy to locate.

## f. Post-Class Studio Usage

### Belmont

Students must have their work cleared off from the class shelves by the end of their last class. Work that is left on the class shelves in between semesters will be recycled. As long as pottery makes it through the bisque kiln, students have up to two months to come back and complete it.

### Watertown

Students must have their work cleared off of their class shelf if they are not returning the next semester. Students who are returning may keep pottery on their shelf in between semesters. As long as pottery makes it through the bisque kiln, students have up to two months to come back and complete it.

### **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). Please keep in mind that weekday evenings(especially Tuesday-Thursday) tend to be peak hours in both studios.

## **2) Independent Study**

### **a. Guidelines**

#### **i. Qualification**

Those wishing to become Independent Study students must be able to work in the studio successfully without guidance. The minimum requirement for this is having taken a full semester class at Indigo Fire or equivalent experience from another studio.

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

Independent Study students are allotted 25lbs of clay per month. They are required to record their clay usage just as class students are. Independent Study students are invoiced for additional clay at the end of the month.

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

If Independent Study students are not renewing, their shelf must be cleared on the last day of their membership 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 questions. We do make a distinction between operational/policy questions and art questions. You're the artist after all!

#### **v. Storage**

##### **Belmont**

Independent Study students in Belmont may use some extra shelf space on the Independent Study students overflow shelves when required however artists are encouraged to use only their private shelf space as much as possible.

## Watertown

Independent Study students in Watertown must store all of their pottery on their private shelf.

### b. Waiting List

Any individual may sign up for the member artist waiting list. Being on the waiting list does not automatically qualify someone for Artist in Residency. 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. When we reach out, we are able to hold your spot for 48 hours. After that you move to the bottom of the waitlist and we move onto the next person.

## 3) Studio Use

### a. Kiln Room

**Students are not permitted to go in the kiln room.** Kiln peeping must be done from beyond the kiln room doors :)

### b. Recycling

Students are welcome to reuse any clay that they have weighed and recorded in the ledger. It must, however, get used the same day. Students may not bag clay and save it for later use on their shelves. Students should only be cutting and recording clay that they know they will use during that day. In the event that a student accidentally cuts and records too much, they may return clay to the bag and exclude the amount from their used clay total if the clay is in good condition. If it is not in good condition, it must be recycled.

## Belmont

The plaster in Belmont is only for staff use.

## Watertown

There is plenty of spare plaster to use for clay recycle in Watertown if students wish.

### c. Responsible Glazing

All of our class and member artists 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 member artists must have sufficient

previous glazing experience to understand responsible glazing in order to qualify for member artist. For information on this please refer to our Glazing Guide on the Student Info Page of our website. 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. Repeated offenders may be charged an equipment fee for kiln shelves and tech time.

#### **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.

##### **Belmont**

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.

##### **Watertown**

Watertown students are allotted a specific shelf space and they may use it as they wish. This means that they're welcome to store tools, bisque and glazed pottery on the shelves.

Teachers are responsible for any storage issues that come up with their class shelves.

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

##### **Belmont**

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.

##### **Watertown**

All bisqued pots in Watertown live on marked warecarts. We recommend students collect their bisqued pots and bring them to their shelves when they find them.

## 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. Glaze Help Shelf

If a pot is 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 Glaze Help Shelf (located next to the kitchen). 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. It's really difficult to tell which glaze is on the pot since they are all different shades of pastel pinks and grays. The kiln loader therefore will err on the side of caution if the glaze is close to the bottom. If you used a stable, 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

### Belmont

Indigo Fire Belmont 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.

We recommend that all students work towards having their own set of tools. You can buy a starter set online or at our Watertown studio. Member artists may store their tools on their shelf, however class students are asked to take their tools home when they leave the studio.

### Watertown

We don't provide throwing tools at the Watertown studio. There is a selection of useful handbuilding tools and some unique throwing tools that are on the bulky side (sponges on sticks, calipers etc).

## 4) Materials Information

## a. Clay

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

## b. Bucket Glazes

There are several cone 6 studio glazes available for class and member artists 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. Please see our [glaze food safety page](#) for more information on this subject. 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

We keep a large 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. The copper and cobalt washes are toxic and should be used carefully. 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 three 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 blue. 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) 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 send us an email if you're wondering about a material.

## **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 breathe 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. 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.

### **d. 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.

### **e. Extruder**

The extruder may be used by students. Class students should ask for a demonstration from their instructor. Member artists 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.

**f. Pug Mill**

Students are never permitted to use the studio pugmill.

**g. Floors**

Students are responsible for cleaning any part of the studio they are working at. This includes the floor. A mop is always available at both studios 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.

**h. 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.

**i. 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. If you value the pottery studio, one of the best ways to show appreciation is to clean your tools/equipment and then a little extra. You might be the one running out of the studio in a rush one day and someone else may cover some of your mess!

**7) Registration**

**a. Class Registration Timing**

We usually open registration for a semester one or two months before it begins. 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.

## 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. If students have designated shelf space, they can store their tools at the studio. Otherwise, these tools must come to and from the studio with their owner. 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

#### Belmont

We provide 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.

#### Watertown

Students in Watertown must bring in their own aprons and towels.

### 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 member artist at Indigo Fire you are agreeing to read, understand and abide by these policies. Those who do adhere to these policies may be dismissed from the studio without refund.