

**Handbuilding 101 for Young Artists!** Here's what you need to know:

**Class meets:** Every day from 9 am–4 pm for one week over Spring Break.

**First class:** Monday, March 30

**Drop-off timeframe:** Sign-in children between 8:45–9 am. An education staff member will be there to supervise children 15 minutes before and after class.

**Pick-up timeframe:** Sign-out children between 12–12:15 pm.

**\*\*If you opted for the Early Drop-off/Late Pick-up Option, parents may elect to drop-off children as early as 7:30 am and/or pick-up children as late as 5:30 pm all or any of the days. Children will be supervised and given clay to play with during these times.**

**Last class:** Friday, April 3

**Artwork pick-up timeframe:** 3 pm on Friday, April 17-Friday, May 1. After the event, education staff will dry, glaze and fire the artwork made by participants and prepare it to be picked up two weeks after the event concludes. Find artwork labeled with student names on a cart at the east end of the hallway. Artwork will be kept on the cart for up to two weeks. Email [education@archiebray.org](mailto:education@archiebray.org) if you cannot pick up artwork in that time.

**Where:** The Bray's Education and Research Facility Classroom 3. Parking is on the southwest corner of the building.

**What is included with the cost of the class, which was paid at the time of registration:**

- All tools and supplies for a week of fun in clay!
- A 6-hour class once a day for a week. Studio access is limited to class time. We will break for lunch midday.
- Glazing and firing of all artwork.
- Light snacks. Children with food sensitivities or allergies are encouraged to bring their own snacks.

**What to bring:**

- Sack lunch and any preferred snacks for the day.
- Clothes that can get dirty, an apron and a towel.
- A coat for walkabouts.

**What if you must miss a class?** Most classes are flexible enough to occasionally miss a class. We cannot guarantee, however, that the instructor will have time to revisit content

Class Preparation List  
Community Class Program  
Eight-Week Session: March 2–April 30, 2020

discussed in the missed class. If you know you will miss a class, email [education@archiebray.org](mailto:education@archiebray.org) to let us know which class you are enrolled in, the date(s) you will miss and your name. We will forward it to your instructor if sent with enough advance notice to do so before class.

**We don't recommend missing the first class.** We cannot guarantee that the instructor will have the time to revisit content discussed in the missed class. Time is taken at the beginning of the first class to answer questions, help students settle into the flow of the studio, distribute materials and set a course for the session. Beyond the first class, students will find materials in a locker labeled with the student's name. Lockers are in the hallway. Staff is available through appointment—contact [education@archiebray.org](mailto:education@archiebray.org)—or generally they are found Monday–Friday from 9 am–5 pm in the Education Facility. If you have questions about the studio, email [education@archiebray.org](mailto:education@archiebray.org).

**Cancellations:** If you are unable to attend the class, a refund, less an administrative fee of \$25 is *only* available if requested **no later than a week or seven days before your class begins**, after which we cannot issue a refund. To obtain a refund, email [education@archiebray.org](mailto:education@archiebray.org) your request. Our office manager will issue and mail you a check. Processing may take up to 6 weeks. Clay and tools are not refundable once opened.