

CONTINUING EDUCATION CLASS POLICIES

(AND OTHER HELPFUL INFORMATION)

CONTACT US

Stephanie Seguin
 Education Manager
 406.443.3502 x111
 education@archiebray.org
 M-F 9am-5pm or by appointment

Perry Haas
 Studio and Interim Facilities Manager
 406.443.3502 x124
 perry@archiebray.org
 M-F 9am-5pm or by appointment

IN CASE OF EMERGENCY

Call 911 for any medical emergency, a phone is located in the Education Managers office. First aid kits can be found in Classroom 1, 2, and 3. Notify staff of any emergencies. For further emergency instructions, refer to the red binders hanging in the west and east entrances.

If you suspect a gas leak, quickly shut off the gas by using the red emergency button found outside the Kiln Room (west end of hallway, plastic box on wall). Then, notify staff.

In case of fire, call 911. For any other facilities related emergencies (burst pipes, broken window, etc.) please notify staff.

REGISTRATION

2022 Sessions:

Spring Session: March 28th - May 19th

- Early (Members) Registration: February 22nd (Link emailed to members)
- General Registration: March 1st (Via Website)

Fall Session: September 12th - November 3rd

- Early (Members) Registration: July 26th (Link emailed to members)
- General Registration: August 2nd (Via Website)

Open Studio Session (non-instructional) : November 7th - December 9th

- Early (Members) Registration: October 4th (Link emailed to members)
- General Registration: October 11th (Via Website)

Minimum Enrollment of 6 needed to run a class. Maximum Enrollment capped at 14. Waitlist will be available.

TUITION AND FEES

Standard 8 week Session

- \$250 Includes:
 - 24 hours instructional time
 - 25 pounds of clay (clay type TBD by instructor)
 - All class firings (additional, individual or group firings can be purchased)
 - Studio access for the duration of the class
 - Personal studio shelf for works in progress, clay, etc.
 - Locker for personal items, tools, etc.
 - Access to the John C. Board Research Library, including check-out rights
- **Classes are subject to Lab Fees when applicable.** Any lab fees will be listed with class listing, and will cover class materials that are not otherwise supplied.

Open Studio Sessions

- \$100 Includes:
 - 25 pounds of clay (ABFO unless otherwise requested)
 - All class firings (additional, individual or group firings can be purchased)
 - Studio access for the duration of the class
 - Personal studio shelf for works in progress, clay, etc.
 - Locker for personal items, tools, etc.
 - Access to the John C. Board Research Library, including check-out rights

Additional Firing Services

- Personal or group firings are available upon request and will be **scheduled with Education Manager (Stephanie) or Studio Manager (Perry)**. Firings are available by the kiln load, if you are unable to fill an entire kiln by yourself you may organize a group firing for which you will be the point person.
- Staff will load your work unless otherwise approved. Students interested in learning the loading and firing process are encouraged to inquire with their instructor, Education Manager (Stephanie), or Studio Manager (Perry).
- **Skutt 1227 (Large Electric)**
 - Cone 020 - Cone 3 = \$50
 - Cone 4 - Cone 6 = \$65
- **Skutt Test (Smallest Electric)**
 - Cone 020 - Cone 3 = \$17
 - Cone 4 - Cone 6 = \$22
- **Skutt 818 (Medium Electric)**
 - Cone 020 - Cone 3 = \$30
 - Cone 4 - Cone 6 = \$40
- **All Other Firings**
 - Inquire with Education Manager (Stephanie) or Studio Manager (Perry)

CANCELTION POLICY

Due to limited seating, we request that you if you need to cancel you do so at least 1 week before a scheduled class begins. This gives us the opportunity to fill the class. To cancel, please email education@archiebray.org, or call the Education Manager at 406.443.3502 x 111.

Cancelations made 7 days or more in advance of the class start date, will receive a 100% refund. Cancellations made within a week of the class start date will incur a 20% fee.

You may choose to receive a refund or a credit in the form of a gift card to be used towards a future class.

In the event a class is canceled due to low enrollment or an unforeseen issue, we will do our best to place students in a different class, or issue a full refund.

SCHEDULE CHANGES

All scheduling changes will be posted via the Online Classroom Calendar. When necessary, students may be emailed or called with time sensitive updates. In the event a scheduled class time is canceled, a make-up session will be scheduled to best accommodate instructor and student schedules.

STUDIO ACCESS

Students enrolled in a Continuing Education Class have access to the Education and Research Facility M-F, 9am-5pm **outside of scheduled classes** (detailed below). Additional 'after hour' time slots will be determined and a facilitator will be established to allow for evening and weekend open studio times. If you are interested in becoming a facilitator, please contact the Education Manager (Stephanie) at education@archiebray.org.

PLEASE NOTE: If a class is in session, and you are not enrolled in that class, you do not have access to the space. Individuals working while a class is operating can be very distracting to the class and its participants. **Please do not put instructors in an uncomfortable position by asking to work during their class**, instead, if you need to access the space during a scheduled class, inquire with the Education Manager (Stephanie) about possible arrangements.

YOUR THINGS

The Bray is not responsible for lost or stolen items. We strongly suggest you leave your valuables in a locked car, at home, or with you for the duration of your class.

One Locker per student will be claimed on your first day of class. Please label your locker with your full name and phone number. You may choose to bring in a padlock **but you MUST get approval from the Education Manager (Stephanie) or Studio Manager (Perry) first.**

One shelf per student will be claimed on your first day of class. Please label your shelf with your full name and phone number. Your shelf is the place to store your works in progress.

Oversized and Overflow shelves are intended for **temporary storage** and are shared by all classes. Any items temporarily stored on these shelves should be labeled with your name and phone number.

Lockers, shelves, and their contents should only be accessed by the individual who it belongs to. Taking tools or other items from shelves without permission will not be tolerated.

Community tools, molds, bats, and other items should be returned at the end of your class, or within a reasonable time frame. Please be mindful not to "take over" items that are intended for communal studio use.

We clean out the studio after each session, one week after the final class. Left over greenware, bisqueware, clay, tools, and other items will be tossed or donated. **To avoid losing your things, please have all your items collected by the end of your class!** If you are unable to do so, arrangements can be made with the Education Manager (Stephanie), within reason and when possible.

CLASS FIRINGS

A firing schedule for class firings will be determined at the beginning of your class by your instructor, the Education Manager, and the Studio Manager. Firing frequency will be dependent on class topics and content. On average you can anticipate one firing per week. This may equate to a bisque one week and a glaze the next, or it could be more.

Processing student work is an important component to learning (one must see results to progress!) and we recognize the need to move work through. However, we will also be mindful of kiln efficiency for best firing practices and sustainability efforts.