



# **Community Center of La Cañada Flintridge Ceramics Department Handbook 2024**

## **The CCLCF Ceramics Program welcomes you!**

We are a 501(c)(3), non-profit organization that enhances the well-being of our community by bringing people of all ages together enrichment, recreation, and social programs.

CCLCF Ceramics has been in operation for over 50 years. We encourage collaboration, patience and respect in an inclusive environment focused on building community around ceramics. We teach both hand building and wheel throwing to all age groups and exclusively use Cone 10 Stoneware clays and glazes.

## CODE OF CONDUCT

The Community Center of La Cañada Flintridge (hereinafter “CCLCF”) is committed to providing a safe and welcoming environment for all Employees, participants and guests without regard to race, color, religion, gender, gender identity or expression, sexual orientation, disability, national origin, protected veteran status or age.

To promote safety and inclusivity for everyone, all individuals are asked to always act appropriately when in our facility or participating in programs. We expect persons using CCLCF to act maturely and with mutual respect to employees and participants, to behave responsibly, and to respect the rights and dignity of others. Any behavior determined to be in violation of this code of conduct will be investigated and resolved with disciplinary measures as appropriate. Disruptive behavior is not tolerated. If a student is asked to leave a class because of disruptive behavior, tuition is non-refundable.

## WHAT TO BRING & EXPECT

- As a new participant in the Ceramic Studio, we recommend that you bring the following:
  - A pottery tool kit, including brushes for wax and glazes. Basic tool kits are available in-studio.
  - Safety glasses, hearing protection, P95 particulate dust mask or respirator.
  - Appropriate studio clothing including closed toed shoes, an apron, and a towel.
- Clay and a variety of tools are available for purchase at the Studio.
  - **All clay must be purchased from the Community Center. No outside clay.**
- Your instructor will teach for the first three hours of the class period. The last hour is independent studio as the instructor will be maintaining the studio.

## CERAMIC STUDIO SAFETY

We strive to maintain a safe and clean studio environment at CCLCF.

- There is a first aid kit located next to the computer desk in the Studio. Please inform your instructor if you or others are injured.
- There is a phone on the desk that can be used to call the Main Office or 911.
- **Closed-toed shoes are always required in the Studio.**
- Please tie your hair back and secure all loose hanging clothing when operating equipment.
- **All sanding must be done outside.** Safety glasses, dust mask, or respirator must be worn when sanding, using the bench grinder, or the spray booth.
- Use a damp sponge to clean all surfaces such as tables, canvas boards, and the floor. If you must sweep, always use sweeping compound. Sweeping compound can be found to the right of the in-studio restroom entrance.
- In case of fire or emergency, your instructor will guide you out to the adjacent field to wait for an all clear to return to the studio.
- No food is to be consumed inside the Ceramic Studio. Drinks with closable lids are permitted.

## GUESTS

Class and lab times are reserved for studio members only. If you have a friend or family member who would like to visit, we would be happy to give them a tour, but they may not stay during the class/lab period due to safety and space concerns. If you have a special circumstance, please talk to your instructor or Ceramics Director Nathan.

## PETS

With the exception of service animals, pets are not allowed in the indoor studio space. If you have a special circumstance, please talk to your instructor or Ceramics Director Nathan.

## STUDIO POLICIES

### CLEAN UP

- Please start your clean-up **no later than 15 minutes prior** to the end of the class. Clean up must be done by the end of class time.
- Participants are responsible for cleaning up after themselves including tables, wheels, boards/bats, tools, work area, any glaze spills or clay splatters, trimmings, etc.
- Any clay that you wish to recycle must be put in the proper bin. On the back patio, there are two grey trashcans, one for slip/trimmings/bonedry clay and one for soft/leatherhard clay.
- If you are taking a new class in the upcoming session, please empty your cubby at the last meeting. You will be assigned a new one at the first class of the new session.
- If you are not returning to class next session, please empty your cubby by your last meeting of the session. Clay left in cubbies will be recycled by the start of the next session.
- **Please help us maintain a clean and healthy studio environment by leaving all workstations better than you found them!**

### IN BETWEEN CLASSES

- In the time periods between classes and open labs, **students are to exit the studio even if they have another lab or class in the coming period.** If students don't leave on time, our staff members are unable to take a break, prepare for the next class, go home on time, or otherwise move on with their next tasks.

### STORAGE OF WORK

- Please store work in progress on the shelves around the studio's perimeter. Cover your work with plastic and **clearly identify** it with your name, date, and instructor using our greenware slips. Secure the slip with a piece of masking tape on the outside of plastic so it can be clearly read.
- Update your greenware slip with a new date every time you take out your piece to work on it. This way, Studio staff can see it's a work in progress.
- **Do not move other people's work to make space.** If space is limited, talk to the instructor.

- Please store your clay in your class's designated cubbies.
- Once your work is complete and ready to dry, please move it to the Greenware shelves.
- If your work is abandoned or is bone dry on the wet storage racks, it will be removed.
- All work must be signed or stamped by the maker.
- Once your work is fired, please retrieve it from the Kiln room shelves as soon as possible. Bisque and glaze work left over one month is subject to disposal.
- Before making new work, make sure there is room on the shelves for you to store it.

## **WAREBOARDS/BATS**

- Do not use canvas boards, cookie drying boards, or drywall boards as wetware storage. If you need a specific-sized board for a project, you should make it and bring it from home.
- Please clean all wareboards and bats before returning to the storage shelves.
- When storing wetware, use the smallest board possible in order to conserve space.

## **LOCKERS**

- Participants can rent lockers for \$110 for the year (starting January 2025) or \$25 per session.
  - Yearly locker rental fees can be prorated.
- Locker rentals must be kept current. Any unpaid rental will be subject to having the lock cut and items removed after a reasonable attempt to contact the renter has failed.

## **GLAZING**

- We have a variety of Cone 10 glazes available. Please only use the glazes we provide in-studio.
- Some glazes are noted as "not food safe" or "runs." Please take this into consideration when glazing and choosing cookies.
- Be careful while glazing to avoid contamination between glazes, especially while double dipping glazes.
- Please clean up all glaze spills.
- Tools and materials should be cleaned before returning them to their storage areas.
- If you contaminate a bucket of glaze or notice something strange about the color or consistency of the glaze inside the bucket, you must alert your instructor. Not alerting your instructor may ruin dozens of projects and damage kiln equipment.
- If you don't plan on returning for the next session, you must finish all your glazing before the current one ends.
- Check the reject shelf frequently in case your piece is not meeting requirements for firing.

## **KILN UNLOADING**

- Kilns are only to be opened and unloaded by the ceramics staff. Fired pieces can be taken once they are on the appropriate ware shelf. At the discretion of the attending staff member, students are to remain outside of the kiln room during the unloading of kilns.
- Please be patient as our kilns cool. Opening a kiln too early may damage both the work inside and our kiln equipment. Do not open a kiln yourself.

## HOME STUDIO WORK

- Our firing capacity is designed to keep up with work produced here in the studio. If students wish to make artwork and pottery at home due to a special circumstance, they must have permission from their instructor or the Ceramics Director.

## COOKIES

To keep our kiln shelves as clean as possible and to protect from dripping glaze, you must place your glazed pieces on top of “cookies.” These are slabs of stoneware clay that have been fired.

- Each participant will make at least 10 **communal** cookies that are proportional to the work you produce (1/4 inch larger than the base of your piece) per session.
- **If your project requires a custom-sized cookie, you must make it at the same time as your project.** When ready, they both should be put on the Greenware shelf at the same time.
  - You must store this custom cookie in your own space or cubby or take it home, it is not to be stored in the kiln room.
- **It is your responsibility** to follow the cookie through the firing process from greenware to bisque.
- Each piece you glaze must be glued to the cookie with white glue and the date must be written on the cookie with pencil. If the piece is not glued or marked with the date it will be moved to the reject shelf and will not be fired.
- Do not place multiple objects that are larger than a golf ball on one large cookie. Each piece must have its own cookie to make better use of kiln space.
- When choosing a cookie, make sure the surface is clean and free from glaze, bloating, cracks, or warping. These characteristics may result in your piece being rejected from firing.
- Your cookie should have an excess width of at least ¼” – ½” outside the base of your work. In some cases, it must be as large as the widest section of your project to catch potential dripping glaze. Consult your instructor for assistance with choosing a cookie.
- If you are unsure about a cookie size or there are no appropriately sized ones available, do NOT glue your piece down. This way, we can change your cookie before loading.

## PRODUCTION POTTERY AND LARGE / HEAVY ARTWORK

- Our Studio is a recreational, community space and it is not intended to be used for the creation of production pottery or large-scale pottery and artwork. This is not to say students cannot work in multiples or create larger work; however, we cannot accommodate a large volume of such work from any one student. Heavy and large works not only take up storage and kiln space but require kilns to be fired inefficiently.
- Pieces which are determined by staff to be too heavy, large, or thick will not be fired.
- Students working in “production” may be asked to reduce the rate of production or pay a firing fee at the determination of staff.

## STUDIO FEES

Students who incur a studio fee will be notified in person or via email and will have their account charged accordingly.

## **GLAZE RUNS & KILN ACCIDENTS**

If the glaze runs from your piece or cookie and damages the kiln shelf, you pay a fee depending on the severity of damage. **You will incur a minimum charge of \$15/shelf** with the fee increasing depending on the severity of the damage (determined by Ceramics Director).

## **OVERSIZE FIRING POLICY**

Minimum \$5 fee per piece.

- Over 13" in any direction: \$5
- Over 15" in any direction: \$10
- Over 18" in any direction: \$20

## **GLAZE RE-FIRING POLICY**

Minimum \$5 fee per piece.

- Glaze re-firing fees match the oversize fee if applicable.
- Ex: If it costs \$10 to fire your piece the first time due to it being oversized, it will cost \$10 to refire it a second time.

## **BROKEN WORK**

Broken work is not to be fired. This includes pieces which have cracked or chipped and have been "mended" with glaze. Firing broken seldom fixes the piece and it creates hazards in the kiln.

# **REGISTRATION POLICIES**

## **ROLLING REGISTRATION**

**As of Summer 2024, our Rolling Registration Program is full with a waitlist.**

All rolling registration requests and inquiries can be sent to Ceramics Director Nathan at [nathan@cclcf.org](mailto:nathan@cclcf.org).

- The rolling registration program is capped at 90 members. If you are interested in joining the program, you can contact us to join the waitlist.
- If students have taken 4 or more sessions in a one-year period and have maintained the required Code of Conduct, they are eligible for rolling registration.
- Members in the Rolling Registration Program are automatically enrolled in each new session one week before open registration.
- Participants wishing to pause their rolling registration status for one session must contact us at least two weeks prior to the next session.
- Participants wishing to unenroll or make changes to their class time must contact us at least two weeks prior to the next session.

## LAB TIME

Lab time is **one** additional 4-hour working period a week, for you to come in and work independently.

- Lab fees are \$10/per lab, prorated for each session. Most sessions are 8 weeks long, totaling to \$80. You must sign up for the entire session.
- There will be an instructor present, but their focus is studio maintenance and not demos.

## MAKE-UP POLICY

- Students can do no more than 3 make ups per session. If you are planning travel or extended time away from the studio, we recommend you skip the session altogether and join the following one.
  - If you are in the rolling registration program, you can place your registration on pause for one session. Email Nathan at [nathan@cclcf.org](mailto:nathan@cclcf.org) with your registration requests and inquiries at least two weeks prior to the next session.
- If you want to attend a make-up but you haven't received approval, you must call during the desired class/lab to inquire if there's space available before you come. If the Studio is full, the instructor reserves the right to deny your makeup request.
- Make-ups for the current session do not carry over into the next session.
- Exceptions to make-up policy may be made for medical or family emergencies.

## CLASS AND LAB CHANGES & CANCELLATIONS

We will make every effort to notify registered students by phone of changes/cancellations.

- CCLCF reserves the right to discontinue, postpone, combine classes and/or change instructors.
- Make-up classes will be scheduled for classes canceled by CCLCF.

## CLASS REFUND AND CREDIT/TRANSFER POLICY

If you need to cancel your registration or transfer classes/labs, you must notify the Main Office ([office@cclcf.org](mailto:office@cclcf.org)) or Ceramics Director Nathan ([nathan@cclcf.org](mailto:nathan@cclcf.org)) via email or phone at (818) 790-4353.

- **Cancellations made two or more days prior to the start of the Ceramics class are eligible for a full refund or account credit less a \$10 processing fee.**
- **Cancellations made 1 day before, or any time after, the start of the program will receive an account credit less a \$10 processing fee. All material fees, if applicable, are nonrefundable.**
- Transfer requests must be made at least two days before the Ceramics program start date.
- Full refunds and credits are given when a program is canceled by CCLCF.
- Customer credits can be used for any class at the CCLCF, by any registrant/dependent on the account and expire on December 31 of the same year.