**Cornelius Arts Center Policies and Procedures**

*Thank you for choosing the Cain Center for the Arts as your home for arts learning and instruction! The studio environment has been successful due in large part to the conscientiousness of its students and instructors. We ask that you join us in respecting your new environment and those with whom you work, by observing the following policies.*

**Refunds:** If a student cannot participate in a program in which he or she has registered, a 90% refund will be issued (less convenience and/or service fees) when a notice has been given (14) days in advance If less than fourteen (14) days advance notice is given, a 75% refund will be issued.

 Refunds will not be able to be given the day of the program, class, or camp.

 Refunds and make-ups will not be given for student absences due to personal schedule conflicts. Cain Center for the Arts reserves the right to provide alternative instructors in the case of an instructor cancellation.

**Class Cancellations:** The Cain Center for the Arts reserves the right to cancel due to insufficient enrollment. If a class is cancelled, students will be notified approximately 5 days before the start of class and refunded in full. Once class has begun, the Art Center reserves the right to cancel dates due to unavoidable circumstances, including inclement weather. A make-up week is provided for any cancellations made by the Center. Refunds will not be issued if a student cannot attend the make-up date.

**Class Attendance:**

* Please be on time to class. Studios are available 15 minutes before class, so please feel free to arrive early to set up. Being on time prevents disruptions and more importantly, exhibits a respect for your instructor, your classmates, and their time.
* Students are to attend their registered class ONLY. No trading or swapping with other students unless given written approval by the Program Director.

**Severe Weather:** Safety is the first priority when determining if we should stay open in extreme weather. If a class is cancelled, a partial refund or credit will be given. Class cancellations will be posted on our Facebook Page: <https://www.facebook.com/CainCenterForTheArts>

**Cleaning Protocols:** The condition of the studio upon your departure should be equal to or better than the condition of the studio upon your arrival. Thoroughly wipe clean your area and equipment as well as any other tools or areas utilized and return to their proper locations after use. Regarding ceramics protocols, we ask you observe the following:

* Please keep/store your work and tools on your assigned shelf.
* Please clean your wheel and stool and turn off when not using and put your stool and pedal on top of wheel at the end of class.
* Tools should first be rinsed in prewash buckets in the sink and then under fresh water.
* Rinse & squeeze excess water from all sponges/brushes/whisks and any containers used and return to their proper spot.
* Please clean off wedging boards and tables immediately after using them.
* Wipe down the counters around any glaze buckets you may have used, as well as the glaze table and floors.
* Discarded clay/sludge sludge in applicable labels containers ONLY. Do NOT put clay in the garbage can as it makes the garbage too heavy to lift.
* If you have clay, bisqueware or glazeware to throw away, please take it out to the dumpster in the back parking lot.

**Building/Working Safety:**

* Cain Center offices are off limits to all students. If you need assistance with anything, please ask the Studio Coordinator or Program Director.
* Fire extinguishers are located throughout the building. They are located in the reception area, Studio A, Studio C, and the Ceramics Studio.
* Any equipment problems should be immediately reported to the Studio Coordinator and the Program Director by filling out an Equipment Repair Form.
* First Aid Kits are located in the CAC offices as well as each studio.
* Please wear protective equipment (goggles, rubber gloves, etc) when necessary.
* No open flames or torches are not permitted. Flammable material must be stored in OSHA Certified containers.
* No smoking of any kind is allowed inside. Smoking is permitted 25 feet away from the front doors of the building.
* Cain Center for the Arts forbids possession of firearms or concealed weapons to the property. Anyone found violating this policy will be asked to leave the premises.
* In addition to illegal drugs, Cain Center for the Arts prohibits the consumption and distribution of prescription medication that is not consumed under the advice of a physician. Alcohol may be consumed for those 21 and over only for those classes where Cain Center for the Arts has advertised or sponsored an event. The Cain Center for the Arts is not responsible for any drug or alcohol-related damages or injury that takes place outside its facility.
* An individual who is registered by any state or federal agency as a sex offender and whose name is published on any state or federal registered sex offender listing, is prohibited from Cain Center for the Arts or its surrounding shared areas.
* Animals, with the exception of service animals, are prohibited from entering Cain Center for the Arts. Emotional support animals are not permitted inside the center.
* No supplies, books, or equipment owned by the Cain Center for the Arts can be removed from the building, unless borrowing a book from our public art library.

**Personal Conduct:**

* Cain Center for the Arts does not discriminate and prohibits harassment (verbal, physical, or visual) on any unlawful basis, including, but not limited to, ace, race, religion, disability, sexual orientation, etc. It is your responsibility to report any incident to the Program Coordinator or Program Director. Such circumstances will be investigated, and reasonable actions will be taken to resolve all incidents.
* For the benefit of the learning experience for all our students, we reserve the right to request parental or qualified care provider supervision, or in extreme cases, the right to ask a disruptive student to leave the classroom, in the event a student fails to meet a reasonable standard of behavior, including respect for other students and teachers.

**Communications Policy:** Please notify us in writing if you do not want yourself, your child, or your artwork photographed or filmed for promotional purposes. Registration in a class/event gives Cain Center for the Arts permission to use images without further consent or compensation. Cain Center for the Arts integrates all enrolled student/patron information into electronic and physical communication methods (emails, physical mailers, etc), unless otherwise requested.

**Accessibility:** We are committed to providing accessible education programs by providing reasonable and appropriate accommodations that foster inclusion of people of all ages, abilities and skill levels. If you believe that you will require accommodations to enable you to participate meaningfully in our programs, please contact us before you register.

**Ceramics Policies:** These policies are intended to be a helpful overview during your time at the Cornelius Arts Center. If you are ever unclear or unsure about something, please ask your instructor, the Studio Coordinator, or the Program Director.

* Cain Center for the Arts is not a production house. Only the **personal** work of registered students may be glazed and fired.
* While you are a student, you may store your items (clay, supplies, etc) on the shelf designated to you. Please do not store any valuables on your shelf – the CAC is not responsible for any lost or stolen items.
* Pieces made during class time, with clay purchased at the Cornelius Arts Center, are the ONLY items allowed to be fired in our kilns. Students not following these guidelines will not have their pieces fired and may face possible removal from the class.
* Pieces that are not stamped/signed by the student will not be fired.
* Once your work is thoroughly dried, place it on the “BISQUE” shelf. Please allow 1-2 weeks for the firing process. If your work is large or odd-sized, this may take longer.
* Students and instructors are not to load/unload kilns for any reason. Kilns are to be operated by **Studio Managers ONLY**.
* Please use newspaper when glazing. Wax all work and allow the wax to dry before glazing.
* Your piece has to be clean and free of any glaze at least 1/8” from the bottom before it is fired. If the work is not clean, it will be returned to the “CANNOT BE FIRED” shelf for you to fix.
* Once your work is thoroughly glazed, place it on the “GLAZE” shelf. Please allow 1-2 weeks for the firing process. If your work is large or odd-sized, this may take longer.
* With clay, there is always a chance of projects exploding in the kiln or breaking. We try our best to return your projects to you as you created them, however; sometimes things happen that are beyond our control. We sincerely apologize if one of your pieces is damaged in the firing process.
* At the end of each term, all work and tools must be removed from your shelf if you are not enrolled in the next session. Any tools, clay, etc remaining will be discarded or donated.