

## W. Charles Thompson Museum School

# ART STUDENT HANDBOOK

**Welcome to the W. Charles Thompson Museum School at the Attleboro Arts Museum!** We are firmly committed to providing exciting arts experiences to students of all ages and aim to expose promising and professional artists to the wonders of art making and the joys of imaginative thinking. For our art classes to operate safely and efficiently, we ask that all students and caretakers read and become familiar with the policies and guidelines within our handbook. Thank you.

### LOCATION:

Located in Downtown Attleboro across from Attleboro City Hall at **86 Park Street, Attleboro, Massachusetts, 02703.**

### MUSEUM HOURS:

Tuesday – Saturday; 10 – 5pm  
*Summer Hours from Memorial Day – Labor Day:*  
*Tuesday – Saturday; 10 – 4pm*  
Closed Sunday & Monday (except for select art classes/workshops)

### GALLERY ADMISSION:

Always free of charge; donations are welcome.

### PARKING:

Always free as well. Please park in our lot on the Emory Street side of the Museum and enter through the Emory Street doors. *The Attleboro Arts Museum is handicap accessible.*

### CONTACT US: Main Museum Telephone 508.222.2644

1. For questions regarding Museum School Classes: Programs Coordinator – (x15)
2. Executive Director – (x11)
3. Office Manager – (x13)
4. Administrative Assistant (Reception) – (x10)

### Attleboro Arts Museum MISSION:

The Attleboro Arts Museum involves audiences of all ages and backgrounds in the visual arts through diverse educational programs and engaging arts experiences. We work to support the creative and artistic development of both promising and professional artists. The Museum is a privately supported, non-profit arts institution whose core commitment to "Arts for Everyone" guides the Museum's programs and operations.



# POLICIES for Success during the Attleboro Arts Museum's Art Classes and Workshops:

*There are no exceptions to the Attleboro Arts Museum policies. All policies and guidelines are subject to change. Thank you for your cooperation.*

## REGISTRATION, REFUNDS, CREDITS & CANCELLATIONS:

- There are **no refunds** once payment is issued to the Attleboro Arts Museum (this includes missed or sick days). No exceptions – thank you.
- Art session costs must be **paid in full** at the time of registration. We are unable to hold or “pencil in” a space for students without a complete registration form and payment.
- **A \$35.00 service charge** will be applied to any payment returned due to insufficient funds.
- Please make **every effort** to attend your art class, as there are no make-up classes or tuition credits given for missed classes. This includes sick days.
- There is a **minimum enrollment** per art class for sessions to run. In an effort to run all of our youth art classes, age groups may merge if there is low enrollment. If a class has met the minimum enrollment to run and still has space available, you can register right up until the class starts. However, the class will be cancelled if the minimum number of students has not been reached at least three days prior to the start date.
- Once enrolled in an art class or workshop, students **cannot be switched** to different classes or art session days. All classes or workshops are non-transferrable.
- Students are **not permitted** to bring guests or their children to the art classes they are taking.

## SIGNATURE PAGE – FOR ALL ART STUDENTS:

We require the completion of a virtual *signature page* prior to the start of each VIRTUAL or IN-STUDIO art session taught by the Attleboro Arts Museum. **A link to this online form will be included in your confirmation email, and must be completed prior to the start of your or your child's art class or workshop.\***

*\*If you've registered more than one child for an art class/workshop session, please submit a signature page for each child. Click on "submit another response" at the end of the online form to complete another signature page.*

## CLASS FORMAT CHANGES, WEATHER & MAKE-UP DAYS:

- Art classes and workshops may transition to a virtual format (via Zoom) due to a change in health & safety mandates or inclement weather.
- In the event of a snow/inclement weather day, please go to [www.attleboroartsmuseum.org](http://www.attleboroartsmuseum.org) or check our voicemail message (508-222-2644 x10) for an announcement regarding the status of your art program. There are no refunds if a class is cancelled due to weather conditions. The Attleboro Arts Museum will make every effort to schedule a make-up class, however, make-up classes are subject to the Museum's schedule and there are no refunds if a student misses the scheduled make-up class.

**For ALL students:** classes or workshops could transition to a virtual format (via Zoom).

**For children and teens:** make-up classes are typically held on a weekday afternoon (after school). The make-up class instructor is subject to change; it may be an alternative Museum instructor or the actual art class instructor.

**For adults:** make-up sessions are handled on a case-by-case basis. The make-up class instructor is subject to change; it may be an alternative Museum instructor or the actual art class instructor.

- If a class is cancelled due to unforeseen, non-weather related circumstances (for example: an instructor emergency), the Attleboro Arts Museum will make every effort to establish a make-up date. Please keep in mind, make-up classes are subject to the Museum's schedule. Once a make-up date is agreed upon by the Museum, instructor and the majority of students, there are no refunds if a student misses the scheduled make-up class.

#### **ABSENCES & CLASS REMINDERS:**

- If you or your child plans to be absent from an art class session, please contact the Museum to inform us of the absence. A Museum staff member will contact parents/guardians if a child does not attend an art class session.
- Art program reminders will ONLY be sent via email. Please be sure to give us your current email address at the time of registration. If you do not give us an email you will NOT receive a program reminder. We ask that you inform us promptly if your email address has changed. Keep in mind that all email reminders are a courtesy.

#### **WAITING LIST:**

- Classes are filled on a first come, first served basis. The Attleboro Arts Museum strongly encourages early registration as classes fill quickly. Class sizes will vary – please refer to individual classes or workshops for maximum number of students.
- When a class fills quickly, the Attleboro Arts Museum will offer registrants the opportunity to be placed on a waiting list. Wait list students will be called when space becomes available or if there are enough students to offer another class session. Please call 508.222.2644 x10 to be placed on a waiting list for an art class/workshop.

#### **MATERIALS:**

All applicable materials lists will be posted within each art class description and included in the art class or workshop confirmation email. Please call 508.222.2644 x15 with any questions regarding a class or workshop materials list.

#### **GIFT CERTIFICATES:**

Gift certificates are available for class tuition as well as membership. If you are paying for a class/membership with a gift certificate the voucher must be presented to the Museum at the time of registration.

#### **SCHOLARSHIPS:**

As a result of a generous gift from the Phil Leach Memorial Education Fund, the AAM is pleased to offer scholarships to art students of all ages and backgrounds who might not have access to funds to further their knowledge in the arts. Scholarships are awarded to children, teen and adult art students. The Museum typically selects four to six, full and partial scholarships per year. For information on how to apply for a scholarship please visit: <https://attleboroartsmuseum.org/scholarships/>.

#### **ADDITIONAL SCHOLARSHIP OPPORTUNITY:**

The Attleboro Arts Museum is honored to commemorate the life, work, and exceptional talent of artist Edmonia Lewis by launching the Edmonia Lewis Art Education Scholarship. The scholarship is funded by The Reynolds Family and the Museum and is open to African American children, teens, adults, and adult/child pairs. It is administered by The Rev. Dr. Martin Luther King, Jr. Memorial Committee of Greater Attleboro. For

information on how to apply for this scholarship visit: <https://attleboroartsmuseum.org/the-reynolds-family-attleboro-arts-museum-edmonia-lewis-art-education-scholarship/>

#### **INSTRUCTORS, SUBSTITUTES & ASSISTANTS TO THE INSTRUCTOR:**

- The W. Charles Thompson Museum School at the Attleboro Arts Museum offers a range of award-winning artist educators. Our teachers are all active, practicing artists with educational experience. They thrive in a studio setting and are pleased to share their talents with students of all ages.
- In the event that an advertised instructor is unable to attend art class as contracted for any reason, the Attleboro Arts Museum will replace the instructor with another instructor of equal skills.
- All of our instructors, substitute instructors, and assistants to the instructor (ages 18 and older) are CORI checked.
- The Attleboro Arts Museum does not conduct one-adult to one-child art classes or workshops.

#### **CERAMICS WAIVER & CLASSROOM EXPECTATIONS FOR ALL STUDENTS REGISTERED IN A CERAMICS SESSION:**

- **Ceramics Waiver:** I understand that safe-working processes will be used at all times, but faults can occur during kiln loading, firing and unloading. I also understand that materials and consumables used may have a different appearance before and after firing. The Attleboro Arts Museum is not responsible for lost or damaged items. You will be asked to confirm this agreement on the *signature page*.
- **Clay Body & Glaze:** The Attleboro Arts Museum provides a low-fire clay body and selection of “in house” glazes only. We’ve found that this clay body and accompanying food safe glaze selection is the best fit for our studio and the most universal option for both hand-building & wheel-throwing and a variety of skill levels – adult, families and kids. We’re unable to accommodate high-fire clay bodies and/or high-fire glazes due to recycling contamination concerns and overall kiln energy usage & supply budget.
- **Timeline:** Students may make new “wet clay” work up until the last 2-weeks of the class. The final 2 sessions will allow for finishing (trimming, sanding, etc.) and glazing.
- **Kiln Firing:** Clay projects are fired twice. The first firing is called the bisque fire – this transforms greenware from its fragile state to a porous and durable state for the second stage of firing. The second firing is the glaze fire – where glaze is applied to the bisqueware and fired at a higher temperature at which glaze melts to form a glasslike surface. Firing pottery takes time and patience and it’s important to us that all student work receive the same care and attention when being loaded and unloaded from the kiln.
- All students must mark each ceramic artwork created with their name/initials. The Attleboro Arts Museum is not responsible for lost or misplaced items during class time or pickup time.

#### **ADDITIONAL CERAMICS GUIDELINES FOR ADULT SESSIONS ONLY:**

- **Materials Fee:** The materials fee per ceramics session includes 25lbs of clay, firing fees and glaze. All or the majority of a student’s clay will be used during a single session. Students are responsible for reconstituting their clay. If there is any surplus clay from a class session, it can be taken home by the student or donated to the Attleboro Arts Museum. Please keep in mind that we will not fire pieces that are created off-site and brought back to the Museum at a later date.
- Clay tools that are part of the Museum’s studio are provided to all students to use during class.
- Students will work with a selection of Museum “in house” glazes. If a desired glaze is not included in the Museum’s “in house” glaze selection, please connect with the instructor. We *may* be able to order your desired glaze at an additional cost. The Museum only provides low-fire, food safe glaze options. Students may not purchase their own glazes or clay to be used at the Attleboro Arts Museum.
- All work must be made at the Attleboro Arts Museum and respond to the projects covered in class.

- This is an educational facility and not a production pottery studio. Work produced must be proportionate to the number of class meeting sessions and the students' allotted 25lbs of clay. Students can expect to create 10-12 projects during a class session of 6-8 weeks.
- **Size Limitations, Safe Storage & Kiln Space:** Work should not exceed 14" long x 14" wide x 16" high. The Museum has one kiln that is responsible for firing all clay works created in multiple adult, family and kids classes during each session. Due to the number of firings and size of the kiln, a size restriction on artworks allows for equity between students. The safe storage and successful firing of student work is our highest priority. We're unable to accommodate high volumes of individual student work due to the studio space size, shelf storage constrictions and the limited space inside the kiln.
- When enrolling in a new ceramics class at the AAM, **a new complete materials fee must be paid at the time of registration.**

#### **CERAMICS PICKUP GUIDELINES:**

- Students will be notified via email by the Attleboro Arts Museum on when to pick up finished/fired ceramic pieces. It may take up to 2-3 weeks after the final class or workshop for all finished ceramic pieces to complete the firing process. There are pre-scheduled pickup date(s) and designated time(s) noted within each clay class or workshop offering and registered students agree to be available.
- All ceramics created during an art class session must be picked up no later than 14 days after students are notified via email that clay work is ready to be picked up. The Attleboro Arts Museum will not be responsible for student artwork left at the Museum beyond 14 days from notification. Typical Museum hours are Tues-Sat from 10am-5pm.
- We recommend on the last day of ceramics classes that students or parents/guardians take a photo of their remaining clay artworks as well as count the number of finished pieces. This will help you or your child better identify the artworks at the time of pickup.
- To help with identification, parents/guardians should bring their child and a secure box to transport finished artwork with them when picking up finished/fired artwork at the Museum. The maker of the ceramic work is the best individual to identify their creations.

#### **DRESS CODE:**

Art can be messy – please wear old clothes or bring an art smock. Sneakers or closed shoes are required. Flip flops and open-toed sandals are not permitted in the art studios.

#### **GENERAL HEALTH & WELL BEING:**

The Attleboro Arts Museum considers the health and safety of its students to be of the utmost importance. **If a student is ill, we ask that they stay home from art class. This is for the protection of all art students and staff. A phone call to report an absence is always appreciated: 508-222-2644 x15.**

Some of the art classes or workshops may call for the use of age-appropriate tools, equipment or materials that poses a risk of injury to students (such as sharp or hot objects). It is expected that all students use such tools, equipment, and materials in a safe and reasonable manner. The use of such tools, equipment and materials shall be at the student's risk and the Attleboro Arts Museum shall not be responsible for injuries caused by the use of such tools, equipment or materials.

#### **THE ATTLEBORO ARTS MUSEUM IS A "NUT SAFE" ZONE:**

The Attleboro Arts Museum aims to practice a nut safe policy although we recognize that this cannot be guaranteed. This policy serves to set out all measures to reduce the risk to those children and adults who may suffer an anaphylactic reaction if exposed to nuts to which they are sensitive. The Museum aims to protect

children/adults who have allergies to nuts yet also help them to take responsibility as to what foods they can eat and to be aware of where they may be put at risk. We will forward our Nut Policy to our yearly intake, so parents & guardians are aware that we do not allow nuts or nut products within our setting for snack or lunch boxes and we outline the symptoms of anaphylaxis.

**Anaphylaxis symptoms usually occur within minutes of exposure to an allergen. Sometimes, however, anaphylaxis can occur a half-hour or longer after exposure. Anaphylaxis symptoms include:**

- Skin reactions, including hives along with itching, and flushed or pale skin (almost always present with anaphylaxis)
- A feeling of warmth
- The sensation of a lump in your throat
- Constriction of the airways and a swollen tongue or throat, which can cause wheezing and trouble breathing
- A weak and rapid pulse
- Nausea, vomiting or diarrhea
- Dizziness or fainting

#### **EMERGENCY PROCEDURES:**

In case of illness, accidental injury or emergency during art class, Museum staff will call a student's emergency contact immediately. We require students to provide us with an emergency contact person such as a relative, friend or neighbor in the event of illness, accidental injury or emergency during art class.

**Disclaimer:** There are no medical personnel on site at the Museum. Students should carry their own epipens, inhalers, insulin, etc. and be proficient in their use. In time of emergency/concern for a student's safety "911" will be called and emergency contacts will be notified.

#### **PROHIBITED & PERSONAL ITEMS:**

- No electronic devices are allowed during art class time (cell phones, ipods, ipads, etc.) unless otherwise indicated by a Museum instructor or staff member. If a student needs to make a phone call they are welcome to use the Museum's landline.
- Art students are not to bring personal items to art class. The Attleboro Arts Museum is not responsible for lost or damaged personal items.

#### **PICK UP OF ARTWORK:**

Unless otherwise indicated by an AAM staff member, all artwork created during your art class session must be picked up no later than 14 days after the final class session. The Attleboro Arts Museum will not be responsible for student artwork left at the Museum over 14 days after a class has been completed.

#### **LOST AND FOUND:**

Please label all lunch bags & water bottles with your/your child's name and phone number. We do our best to ensure that our art students return home with all their belongings, however the Attleboro Arts Museum is not responsible for lost or misplaced items. If lost items are not picked up by 14 days after the close of your art program, all unclaimed items will be donated to good will.

#### **PHOTO RELEASE:**

Photos taken during art sessions will be used in print or on the web unless otherwise indicated by the student or parent/guardian. Please indicate your permission for photos on the *signature page*.

### **SUN BLOCK & INSECT REPELLENT:**

The majority of art class time will be spent in the Museum's art studios and gallery. However, weather permitting, art students may be part of an outdoor studio for visual study regarding natural light or forms in nature or to have a lunch or snack. Students are encouraged to bring their own sunscreen and insect repellent during these sessions.

## **ADDITIONAL POLICIES for Minors**

### **REGISTRATION & GUIDANCE:**

- **There are NO exceptions for student age requirements.** The age requirement is effective as of the first day of art class. If a child has a birthday during the duration of their art class, their age as of the first day of class is what determines the age requirement and class that they are enrolled.
- To make each art student's time at the Attleboro Arts Museum the best it can be, reasonable accommodation that does not fundamentally alter the nature of the program, service or activity will be considered for those requiring assistance depending upon the individual's needs and the availability of art class resources.
- A parent/guardian must share all relevant information about an art student with a Museum representative prior to registration. Examples of relevant information would be if a child needs a type of extra assistance at art class; has an allergy to food or an art supply; has trouble integrating with peers; may be unable to fully participate in all activities, etc. Failure to share information with a Museum representative may severely compromise the child's adjustment to art class. Please contact us at either 508-222-2644 x15 or [office@attleboroartsmuseum.org](mailto:office@attleboroartsmuseum.org) to discuss your child's needs prior to registering for an art program.
- If parents/guardians have any questions or concerns about their child's art program, progress or relationship to other students or teachers, we encourage communication with the Programs Coordinator (508.222.2644 x15).

### **LATE PICKUP:**

If you are late picking up your child from an art session, you will be charged a late fee of \$10 per every fifteen minutes, per child, that you are late. Payment must be made in full at the time of pickup.

### **ART SUBJECT MATTER GUIDELINES:**

Art is a unique way of knowing and understanding the world. Purposeful visual art projects expand children's ways of exploring, expressing and coming to terms with the world they inhabit in a structured and enjoyable way. That being said, the following subject matters are deemed inappropriate for our art students ages 16 and under:

- Drugs & alcohol
- Guns & violence
- Sexual content

### **DISCIPLINE POLICY:**

The following behavior is unacceptable in the art studios:

- Profane or inappropriate language.
- Disrespect towards other students, instructors, and Museum staff.
- Physical roughness, inappropriate touching or violence to others.

- Spitting, throwing, and destruction of others' property.

It is expected that every art student be respectful of the Museum studios, art materials, instructors and staff members. The Programs Coordinator will speak personally with any student who is having trouble following the guidelines of their art program. If after a visit with the Programs Coordinator, the behavior continues, the student's parents will be notified. Any behavior which affects a student's ability to participate in the program, or that disrupts the program for other children, is grounds for dismissal (without refund or credit) at the Programs Coordinator's discretion.

## ART STUDIO CODE OF CONDUCT FOR ALL AGES:

*Parents/Guardians please review this section with your child/children.*

- Always listen attentively to instructions and when your instructor or fellow students are speaking.
- There is no running or horseplay allowed in the Museum's studios.
- Be sure to help clean and organize your art space at the end of your art program.
- Create art in your own space and be respectful of materials and those around you. Remember to keep your hands and your feet to yourself.
- Use and carry all art tools and materials safely and respectfully. Always walk in the art studios and bathrooms/sink room.
- Use kind words. Profane or inappropriate language will not be tolerated in the studios. Students agree to refrain from making disparaging remarks about the AAM, fellow instructors, Museum staff, students or Trustees.
- Keep track of your personal belongings, and always write your name on either the front or back of your artwork.
- Do not leave the classroom for any reason without permission.
- Food and drink are not permitted in class. A water bottle with lid is the only exception.
- Always try and give your best effort while using your own ideas!

**The Attleboro Arts Museum does not discriminate on the basis of age, race, color, national origin, sex, disability, religion, veteran status or sexual orientation.**

## GALLERY RULES OF ENGAGEMENT FOR ALL AGES:

*Of note: Sketching of exhibited art is always permitted – and encouraged.*

- **Do not touch works of art.** Your touch may not seem like much, but even the slightest contact can damage the surface of a painting or drawing and even rust or discolor metal and stone.
- **Keep a safe distance between you and each work of art.** This helps to avoid accidental touching or bumping and is very appreciated by exhibiting artists.
- **No leaning on walls or cases (either to write or for physical support).** This helps keep works of art hung on the walls or displayed in cases safe. Feel free to sit on the floor as you talk, write, or draw during visits. If you or someone in your party requires a chair, please notify a Museum staff member.
- **No food or drink is allowed in the galleries unless a special event is being held.** The art in the museum will provide you plenty of food for thought!
- **Running, pushing, and roughhousing are not allowed in the Museum.** Appropriate museum behavior is necessary to avoid accidentally bumping into and damaging works of art or each other.
- **Photography.** Please ask a gallery attendant or our receptionist if photography is permitted.



# FREQUENTLY ASKED QUESTIONS:

## How do I sign up for classes?

- **Option #1:** Click on “Our Classes” to register online using a credit card or PayPal.
- **Option #2:** Call us at 508-222-2644 x10 to register over the phone. *You must have your credit card information ready to complete your phone registration.*

## Why should I become a member of the Attleboro Arts Museum?

As you register for classes at the Attleboro Arts Museum, please consider becoming a member. Not only will you save money on each class registration, but as a member you will also support the Museum’s wonderful programs. Your membership includes:

- Benefits of unparalleled arts programming in the Southeastern Massachusetts area.
- Special invitations to all exhibition opening receptions and gallery talks.
- Museum School tuition discounts
- 10% Discount in Museum gift shop

## Where can I find the Attleboro Arts Museum’s Art Student Handbook?

The Museum’s Handbook can be downloaded from the “Our Classes” page of this website. Upon registering for an art class or workshop you will also receive a link to the Handbook in your confirmation and reminder emails.

## When is my payment due?

Full payment is due at the time of registration.

## Will I receive an art class/workshop reminder?

Yes, if you’ve registered for an art class or workshop online, you will receive a reminder email one-week and one-day in advance of the start of your art session.

## Does the Museum offer discounts on art program tuition?

If you become a member of the Attleboro Arts Museum, you will receive a break in tuition costs.

## How do find out about the Museum’s instructors?

Instructor bios are posted within our art classes & workshops descriptions.

## What if my child does not get into the art class that they wanted?

If a class is full when you register, we encourage you to sign up for another offering or place your name and phone number on our waiting list. Waiting list folks will be called if a space opens up.

## What if I have to cancel my/my child’s art class session?

There are **no refunds** once payment is issued to the Attleboro Arts Museum (this includes missed or sick days). Please make every effort to attend your art class, as there are no make-up classes or tuition refunds or credits given for missed classes.

## My child has special needs. Can they attend an art program at the Museum?

Please contact us at either 508-222-2644 x15 or office@attleboroartsmuseum.org to discuss your child’s needs prior to registering for an art program.

**Can my child enroll with a friend?**

Yes of course – we encourage children to sign up with a friend! Please note: friends must comply with the art class/workshop age requirements at the time of registration, and there must be enough openings in the art class/workshop to accommodate both children.

**What if I don't see the class listed that I/my child would like to take?**

Please contact us at either 508-222-2644 x15 or [office@attleboroartsmuseum.org](mailto:office@attleboroartsmuseum.org) to let us know what kind of art class or workshop you would like to see offered in future Attleboro Arts Museum programming.

**What if my question was not answered here?**

We are happy to answer any questions that you have - please feel free to contact us at either 508-222-2644 or [office@attleboroartsmuseum.org](mailto:office@attleboroartsmuseum.org) with inquiries. Thank you.