

Potters Place Class Registration Form- Summer Session 2024

A registration form and check for cost of class is needed to retain your place in any class

Please complete the following registration form and mail with payment to: Attention to: Name of Instructor: _____ Potters Place 6 Merchant Street, Unit #1 Sharon, MA 02067

Please choose the instructor for your class (please contact instructor before mailing registration to ensure class availability): ____

Susan LeBlanc Brum: 508-740-7767 hogwildpottery@comcast.net ____

Lizanne Donegan: 508-944-0094 terralizdon@gmail.com ____

Joyce Lauro: 408-406-9180 joyceLceramics@gmail.com ____

Robin Potter: 617-653-4135 dragoncreations@verizon.net ____

Jean Plonski: 508-330-3073 jean.plonski@hotmail.com ____

Brian Joss: 508-243-8973 briantjoss@gmail.com ____

Your Info: Name _____
Street Address _____
City/State/Zip _____
Home/Work Phone _____ Cell Phone _____
Email _____
Emergency Contact _____

I have read and understand the studio policies and covid protocols.

Initial _____

I am registering for: Adult _____, Teen _____, Kids _____

Days _____

Time _____

Instructor _____

Date(s) of Session/Workshop _____

Please make check for full amount payable to YOUR INSTRUCTOR.

8-week Adult Class* _____

6-week Adult Class* _____

5-week **Teen** Class* _____

6-week **Teen** Class * _____

6-week **Kids** Class _____

Other _____

Tool Kit (required for Adult & Teen Classes, available to purchase at the studio) \$22 _____

TOTAL: _____

*indicates an additional charge for firing fees based on the size & amount of pieces student produces & is payable during session. Contact class instructor for more information, class availability, or questions.

Class Policies:

- **A registration form and check for cost of class is needed to retain your place in any class.**
- If a student withdraws from class two weeks prior to the start of class, the student receives a refund on their registration *less a \$25 administration fee.*
- If a student pulls out of a class week 1 – there are no refunds once the class begins.
- Make-up classes: There are no makeup classes offered UNLESS:
 - A teacher cancels class due to inclement weather or conflict in their schedule.
 - A makeup class will then be scheduled for that class on a date determined by that teacher.
- Prorated class costs: We do not prorate the cost of classes.

Reach out to the individual instructor for class availability.

Registration begins 2 weeks before class start date.

Acceptance into classes is on a first come basis. Spots are not held until payment and registration are received. Download and complete this form for your specific class and mail it with check made payable to your instructor to Potters Place, 6 Merchant Street, Unit #1, Sharon MA, 02067.

Safety Protocols:

- Please respect others in the studio and stay home if you feel ill or you have any virus such as Covid, the flu or RSV as several members and students have weakened immune systems and are more likely to get sick.
- Potters Place Covid policies are based on the recommendations made by the CDC.
- If you test positive for Covid you must **not** come to the studio for 5 full days.– whether or not you are vaccinated.
- On Day 6, if you have no symptoms OR you have been fever free without the use of fever reducing medications for at least 24 hours AND your other symptoms are resolved, you may return to the studio while wearing a well fitted mask.
- If any symptoms return, you must start from Day 1 and not return to the studio for 5 days or until you have 2 negative tests taken 48 hours apart.
- If you are a student please notify your instructor if you test positive for Covid
- For more in depth information please visit [CDC.gov](https://www.cdc.gov) or [mass.gov](https://www.mass.gov) and search under Covid guidelines.

What to expect when coming to a class:

- ***Potters Place is now a ‘mask friendly’ studio.***
- Upon entering the studio, you will be required to sign in on the studio log sheet for contact tracing if needed.
- All children and teens will take and record their temperature in the studio log book.
- All students, faculty, and members are required to wear a mask during kids and teen classes, regardless of where you are in the studio.
- Maintain 3 feet of social distancing whenever possible. Wheels and workstations have been arranged for 6 feet of space for ease of use.
- Only one student in the sink area at a time.
- Students must wipe down their work areas, any tools, and equipment they used with disinfectant wipes and/or spray at the end of each class. The studio has these products.

If we find that a member or student has tested positive for COVID, we will notify anyone with whom they may have had contact.