



Private Instruction Student Policy

Private lessons are available for individuals or groups (4 maximum) who desire personal instruction on a flexible basis. Private lessons provide a concentrated learning environment and close attention to personal growth and development. They are available for beginners, intermediate and advanced students. The class schedule is dependent on student, teacher, and studio availability. CAC staff works to align student interests and skills with teacher experience.

*For groups of 5 or more, please book a private party.

Scheduling

- Private lessons are a minimum of **2 hours** per session (1-4 students).
- Some lessons may be scheduled for less than 2 hours at the discretion of the teacher and Clay Art Center depending on the topic and number of students. Reach out to mail@clayartcenter.org to discuss.
- **Existing or recent CAC students** may reach out to teachers to inquire about planning a private lesson or a series of lessons.
 - All private lessons need to be coordinated through Programs staff to confirm that the studio is available. Private lessons are not confirmed unless they are scheduled through CAC.
 - Once a tentative time is determined, students should reach out to mail@clayartcenter.org

Rates for Virtual and Onsite Lessons

1 Student : 1 Teacher

- Tuition is \$65 per hour for one student and payable at time of registration.
- Starting price **\$130** for a 2-hour class

2 Students : 1 Teacher

- Tuition is \$85 per hour for two students and payable at time of registration.
 - Starting price **\$170** for a 2-hour class

3 Students : 1 Teacher

- Tuition is \$105 per hour for three students and payable at time of registration.
 - Starting price **\$210** for a 2-hour class

4 Students : 1 Teacher

- Tuition is \$125 per hour for four students and payable at time of registration.
 - Starting price **\$250** for a 2-hour class

Cancellation and Lateness

- Student must notify CAC at least **24 hours prior to the lesson to cancel**, or they will be charged for that lesson. Exceptions may be granted in case of emergency or extenuating circumstances at the discretion of CAC.
- If the student comes in late for the lesson, the missed time cannot be made up, and any additional time beyond the arranged lesson time will incur a separate charge.
- **For last minute cancellation of lessons** taking place outside business hours (Monday - Saturday 10am-5pm) *email your instructor and call or text the Executive Director, Emily at 914-548-6076.*
- If a teacher comes in late for the lesson, the teacher can work past the arranged time to make-up for the missed time after confirming there is studio availability.

Payment and Fees

- Student tuition is **payable at time of registration**. Lessons may not be taught without pre-payment.
- **Firing fees** are included for new students for their first private lesson.
- From the second private lesson, the student will need to [buy their own clay, tools](#) and [firing credit](#). We recommend purchasing \$25-\$50 of student credit. Firing fee rates are \$0.05 per cubic inch and include the bisque and glaze firings.
- Already active CAC students will need to have their own [firing credit](#).

Special kiln firings

- For work that needs a firing that is not typical of the studio (we fire to bisque-temperature, cone 6, or cone 10), the student will need to book a separate private lesson to load their work into a separate kiln with an instructor.
 - Price to be determined by amount and size of work. Kiln availability may be limited. Examples include raku and luster firings.
- For other special requests, email mail@clayartcenter.org

Clay, tools, and storage

- We have communal tools for private lesson use and have studio aprons.
- We have shelves in our studio for repeat private lesson students. Shelving is provided if the student has 3 or more lessons scheduled within a 30-day period.
 - If student is inactive for more than a month and still has their belongings on the shelf, we ask that the student retrieve their belongings, or we will discard remaining items.
- Please label your work with your name or some kind of identifying mark. For our one-time private lessons, we stamp student work with an **L** symbol.
- Already active CAC students will need to bring their own clay and tools.

Open Studio

- Open Studio is **not** included in the tuition for private lesson students.
- For repeating private lesson students, we will consider offering open studio on a case-by-case basis if: the student has *5 or more lessons scheduled within a 60-day period*, and if there is available shelf space. Contact CAC for information.

One-time lessons – Student work

- Clay and firing fees are included for the first lesson. Students will use CAC's *cone 10 reclaim clay*.
- Teachers will offer students a choice of glazes. We have a board of test-tiles for one-time classes, displaying five different glazes. CAC staff will glaze work with the student's chosen glaze.
- We do not trim the bottoms of wheel-thrown pieces, but we do some light cleaning of the edges and label the bottoms.
- Students may choose to register for additional lessons if they want to trim and glaze their own pieces. Contact CAC to coordinate.
- Each student can each keep up to **two wheel-thrown pieces** OR **two handbuilt pieces** (each piece no bigger than 5in x 5in x 5in) at the end of their one-time private lesson.
- Pick up of glazed and finished work can take 3-4 weeks.

For any other questions, email us at mail@clayartcenter.org or give us a call at 914.937.2047 x223