



Maud Morgan Arts, A program of Agassiz Baldwin Community
20A Sacramento Street, Cambridge, MA 02138, Phone: (617) 349-6287
A 501(c)3 non-profit organization

Program Policies

Like all organizations of our kind, we have administrative policies developed for purposes of safety, clarity, and the smooth functioning of the program.

Please review the policies laid out below so that expectations are clear. If you have further questions, do not hesitate to contact us.

Thank you.

Course Withdrawal and Refunds

Full refunds are given if a student withdraws 10 or more calendar days before the first class, less an administrative fee of \$25.

Withdrawal should be done by email or with a phone call to 617-349-6287.

Full refunds are given at any time if a class is cancelled by Maud Morgan Arts for any reason.

There are no refunds or pro-rated classes for student absence or scheduling conflicts.

Course Confirmation

Acceptance of payment confirms enrollment. You will receive a confirmation by email soon after you register.

Late Registration

After classes begin, registration is accepted on a space-available basis with faculty approval.

Course Cancellation

Maud Morgan Arts reserves the right to cancel any class for insufficient enrollment. A full refund will be offered to those registered. Any individual class session canceled because of teacher absence or weather will be made up at the end of the term or by other arrangements.

Decisions about a class cancellation will be made one week before the start of the class.

Registration for classes will remain open until the second week of class, or until enrollment is full for that class.

If a chosen class is canceled or is full, other options are offered.

Vacation Week Programs

If a Vacation Week class is canceled, the student may be enrolled in the Agassiz Baldwin Afterschool vacation camp if space is available. In such an event, the appropriate paperwork will need to be completed for the ABC Afterschool.

Agassiz Baldwin Afterschool Children Taking Classes at Maud Morgan Arts

Afterschool care is not provided by Maud Morgan Arts before or after classes, or between eight-week sessions. From school dismissal to start of classes, students may enroll in Snack N' Track. Students enrolled in Agassiz Baldwin Afterschool on day of their MMA class, will be enrolled in Snack N' Track free of charge.

Registration is open to all students from any school.

Publicity Waiver

Maud Morgan Art classes are sometimes photographed or videotaped for publicity purposes. Permission to be included in publicity is implicit by enrollment. If you do not wish to be included in publicity, please submit this in writing to the office.

Supplies for Children's Classes

All materials needed for children's classes at MMA will be supplied.

Supplies may be supplemented under the direction of the faculty.

Materials fee varies from class to class, reflecting the relative cost of materials for different media.

The materials fee is an approximation of the actual cost, and the cumulative materials fees are spread over the various classes to cover both basic and specialized materials.

Supplies for Adult Classes

Some basic materials are supplied by MMA.

Other, more personal or specialized, materials may be supplied by individual artists enrolled in the classes, in consultation with the faculty.

MMA intends to be as non-toxic as possible. Materials containing VOC solvents or giving off toxic fumes are not allowed in the studios.

Some supplies may be purchased from MMA. Consult the director or the faculty for materials and prices.

Independent Studio Access for Adult Students

Adult students enrolled in a class receive 24 hours of independent studio use during a session. Varying hours can be used each week but should not exceed a total of 24 hours. If allotted 24 hours are exceeded, please contact Haley MacKeil , hmackeil@agassiz.org or 617-349-6287 x15, to purchase additional Independent studio hours.

Students are expected to take full responsibility for the studio's care while working independently, leaving the space cleaner than it is found. Independent use will be revoked if studio is not cared for respectfully.

Clean up means:

- Sweep the floor as needed
- Cleaning all table and counter surfaces until they are free of ink / clay.
- Cleaning the press bed / wheels
- Cleaning all ink cans and inking squeegees and rollers
- Storing all tarlatans and wiping materials
- Cleaning all brushes and tools and putting them away
- Cleaning and storing all plates / ceramic work
- Scrubbing the sink

- Picking up all large trash items from the floor
- Unfolding all paper towels for drying
- Putting away loose newsprint
- Releasing the press blankets

Access:

Students must demonstrate proficiency in processes, safety procedures, and use of the equipment enough to work independently.

1. Any student currently enrolled in a class at MMA may use the studio outside of class time with permission of the instructor. Students must agree to and observe all the rules and policies for the studio.
2. If the instructor feels that an artist's studio practices are not to the standard of Maud Morgan Arts, they can deny use of the studio without supervision.
3. A door code will be shared with students to grant access to building beyond normal business hours.

Fall and Winter Session Students:

Students enrolled in the Fall, who have already registered for the Winter session, and have independent hours left from the Fall session, can work independently in January. Students cannot tap into Winter session independent hours before the start of the Winter session. This is an honor system, students should be recording independent hours in the studio binder.

If students want more time beyond their fall independent hours, they need to purchase an Independent Studio Rental.

Fall session students who are not registered for the winter session, forfeit their unused independent hours at the end of the fall session.