



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 business days before the first class, less an administrative fee of \$25.

Withdrawal should be done by email or with a phone call to our Site Coordinator Valerie, 617-349-6287 x29.

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

There are no refunds for student absence or scheduling conflicts. After classes begin, late registration may be accepted on a space-available basis with faculty approval. MMA does not pro-rate classes under any circumstances.

Course Confirmation

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

*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 cancelled because of teacher absence or weather will be made up at the end of the term or by other arrangements.

If a chosen class is canceled or is full, other options are offered – but we cannot guarantee enrollment into particular classes. MMA class registration is first come, first served. Sign up for our mailing list to be notified of when registration begins.

MMA is hosting 10-week sessions (Fall, Winter, Spring) this leaves little time between sessions. If class cancellations occur in our winter session – note that make-up classes will push out the start of our spring classes, and extend their end date. Our administrative staff will reach out with updates if this is to occur.

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 MMA 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* (18 and older over) enrolled in a MMA class are granted 30 hours of independent studio use during a session. No guests who are not registered in an MMA class are allowed to use the studios. All students who utilize their independent hours must sign in the class binders every visit outside of class time, this is for insurance purposes. Varying hours can be used each week but should not exceed a total of 30 hours. If allotted 30 hours are exceeded, please contact Cory Shea, cshea@agassize.org, or 617-349-6287 x15, to purchase additional Independent studio hours. Independent hours do not carry over to sessions.

*If you are an Adult registered with your child for the 'Clay for All' Class, please note that open studio hours are for adults only (students under the age of 18 do not get independent studio time).

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.

General Cleaning Check List:

- Clean the table surface area
- Clean the press bed / wheels (that you have used)
- Cleaning all ink cans and inking squeegees and rollers (that you have used)
- Scrubbing the sink
- Picking up all large trash items from the floor
- Putting away loose newsprint (if applicable)
- Releasing the press blankets (if applicable)

Access:

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

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. Note that the MMA building is under security surveillance.

Entering the Building:

A door code will be shared with all adult students on their first class to be able to access MMA beyond normal business hours. Note that at the end of each session the code is changed.