TO : **ALL Proviso West Ceramics Students/Parents**

FROM: Proviso West Art Department

RE: **Glaze Flow Fee permission slip**

As part of your ceramics experience, you will glaze your projects. Glaze adds beauty and variety to your projects if done properly. Unfortunately, incorrect glaze application can cause damage to your project, your classmates work and even to future students work by drops and/or large glaze flows on the kiln shelves. Precautions are taken to minimize shelf damage and glaze flows but students must be responsible for preventing glaze flows and drips by correct application of glaze. A fee will be accessed for glaze flows/drips as follows:

**Description** **Cost per Occurrence**

Small mistake requiring grinding/chipping to remove glaze cleanly ***$2.00***

Medium mistake requiring grinding/chipping to remove glaze damaging shelf ***$4.00***

Large mistake permanently attaching glaze to shelf despite repairs  ***$8.00***

Extreme mistake causing project to be bonded to shelf rendering it unusable  ***$20.00***

(shelf will need to be replaced)

Kiln shelves should last several years and due to the cost of $50 per half shelf, it is important to keep them in the best condition possible. If it is necessary to collect glaze flow fees, the money will go towards the replacement shelves. If students are charged a fee for glaze flow damage, they will not receive their project until the fee is paid and then they will receive a receipt for the glaze flow fee. All unpaid fees will result in a 0/100 points for the project and the student being placed on obligation with the business office at the end of the semester

This form must be on file with your parent/guardian signature before you may glaze any of your projects or receive any credit for your projects.

STUDENT NAME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PARENT SIGNATURE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_