



**76 Bellevue Avenue  
Newport, RI 02840  
(401) 848-8200  
newportartmuseum.org**

## EDUCATION POLICIES FOR STUDENTS 2022

The Art Association of Newport, now the Newport Art Museum, was founded in 1912 on the belief that arts and culture have the power to bring diverse groups of individuals together, which ultimately promotes civic engagement and strengthens the social fabric of our communities. This core idea continues to inform our Museum's direction today.

To support these values, the Education department provides programming for all ages, including a year-round tuition-based school, summer camps for children, extensive outreach offerings, a career prep program for high school students (MuSE), homeschool programs, public programs, school tours, and events.

### Education Staff

Seamus Hames  
Museum Education Manager  
[shames@newportartmuseum.org](mailto:shames@newportartmuseum.org)

### Education Office Hours

Tuesday 10:00 am - 3:00 pm  
Wednesday 10:00 am - 3:00 pm  
Thursday 10:00 am - 3:00 pm  
Friday 10:00 am - 3:00 pm

### Building Address

Newport Art Museum School  
26 Liberty Street  
Newport RI 02840

### Open Studio Hours (see Open Studio policies below)

Tuesday 10:00 am - 3:00 pm  
Wednesday 10:00 am - 3:00 pm  
Thursday 10:00 am - 3:00 pm  
Friday 10:00 am - 3:00 pm  
Saturday 10:00 am - 3:00 pm  
Sunday 10:00 am - 3:00 pm

### Mailing Address

Education Department  
Newport Art Museum  
76 Bellevue Ave  
Newport RI 02840

### Parking

Parking is located in the front and back of Griswold House. Be sure not to block any driveways, or the loading docks to either of the Museum buildings.

### Key web pages

Calendar – will be on website  
[newportartmuseum.org/education/classes/](http://newportartmuseum.org/education/classes/)

## **General Policies**

### **Safe Space**

Newport Art Museum provides its students and guests an environment that is physically and emotionally safe for all. By participating in our programs, you can expect to engage with people of diverse backgrounds, needs, and abilities. We expect that people here of all ages demonstrate safe, respectful, and appropriate behavior. We reserve the right to suspend or dismiss students at any time for conduct that we deem detrimental to our community, or that violates state and federal laws. Students who are removed from a class or camp due to conduct violations will not receive a refund.

### **Non-Discrimination Notice**

Newport Art Museum does not discriminate on the basis of race, color, religion, age, sex, sexual orientation, gender identity or expression, disability, national origin, veteran status, or any other characteristic protected by law in admission to, participation in, or administration of its educational programs and activities; in employment; or in its other programs and activities.

### **Accommodations for People with Disabilities**

If you require any accommodations to participate in any of our offerings, please contact the Museum Education Manager at the time of registration. Requests may take over two weeks to arrange, so make your formal requests as early as possible.

### **Photography and Videography Notice**

The Museum occasionally photographs its programs, participants, and work created in our programs, for use in promotional materials. You may at any time ask that you not be photographed, or contact us if there is an image in use that you want removed from our website or social media. All photographs taken by our staff for Museum purposes are property of Newport Art Museum.

### **Inclement Weather**

Newport Art Museum announces its closures via our website and Facebook. If you are driving across the bridges, check the [RI Transit and Bridge Authority](#) for travel alerts. The Education team will determine 24 hours in advance whether to close the School, when possible. We are not able to contact students directly about closures. We will work with our instructors to determine a makeup date, if possible.

## **Financial Policies**

### **Discounts**

Newport Art Museum members receive a discount on tuition for courses and camps in our School. Select workshops and classes are ineligible for the member discount. The discount does not apply to fees or transportation costs. To receive this discount, log in to our website with the email address associated with your membership. Once logged in, the discount is automatically applied for all active members. If you are logged in and are not seeing the member discount being applied, please contact our membership department to confirm that your membership is up to date. For further directions on logging into our new website, see Registration FAQ's.

### **Scholarships**

Thanks to a number of generous individual and corporate sponsors, we can offer need-based scholarship, with preference given to children and youth. To apply for a scholarship, complete the scholarship application form a minimum of two weeks before the class start date.

### **Registering for a class**

All registrations and payments for classes are done online via our website. If you must pay by cash or check, stop by our Education Office to register through our website and submit your payment in person. We are unable to reserve seats in any classes, so be sure to register early.

If your registration is being paid by an institution, or if you are an institution paying for someone's registration, contact Museum Education Manager at [shames@newportartmuseum.org](mailto:shames@newportartmuseum.org).

### **Withdrawing + refunds**

If you'd like to withdraw from a course, notify the Museum Education Manager in writing via email. To receive a refund on tuition, written notice must be submitted a minimum of 5 business days prior to the class start date. Tuition is refunded according to the date of receipt of your written withdrawal notice; fees such as material, model, and firing fees are non-refundable after the first class. There is a \$25 processing fee per course for all withdrawals. Notification of withdrawal received through our instructors does not constitute official notice. Payments made through our website will be returned to the card charged; it may take up to four weeks to receive a refund for payments made by check. We do not prorate to attend part of a course. Students who are removed from a class or camp due to safe space policy violations will not receive a refund.

### **Course cancellations**

Courses that do not meet minimum enrollment requirements will be cancelled a minimum of one week before the course start date, and enrolled students will be notified by email. If your course is cancelled, you will be given a full refund. Refunds may take up to four weeks to process, and will be issued according to the original payment method. We are not responsible for the costs of supplies purchased in advance.

## Studio use

### Current Ceramics students

Students currently enrolled in select classes are invited to unlimited access to our print and clay studios during Education Office hours, Tuesdays - Fridays 10:00 a.m. - 3:00 p.m. We ask that everyone sign in and out at the entrance so that we have a record of who is in our spaces.

### Ceramics Open Studio renters

Open Studio renters may access the studios during Ceramics Open Studio hours, Tuesdays - Sundays 10:00 a.m. - 3:00 p.m. Hours may be purchased in blocks of studio time for \$10/hour, or for \$120/month (NAM Members \$100). Only those who've attended studio orientations with our Ceramics Studio Manager may attend our open studio program. Please contact [shames@newportartmuseum.org](mailto:shames@newportartmuseum.org) for information on attending an open studio orientation. Once approved, simply show up during studio hours and stop in the office to pay for the time, or leave your payment in the box on the office door if the office is closed.

### Clay

All clay used in our studios must be purchased through the School; no outside clay is permitted in the studio or kilns. You can purchase your clay in the Education office. We charge \$40 for a 25lb bag of clay. We accept payments of cash or check.

## Registration FAQ's

What do I do if I had an account on your old website?

### Current Museum Members

If you were a museum member as of November 2018, we've created a member account for you, linked to the email account associated with your membership. If you haven't already done so, you'll need to follow the simple directions below to activate your account:

Go to <https://newportartmuseum.org/my-account/lost-password>

Enter your email address

You will receive an email from hello@newportartmuseum

Follow the link in that email to create a password

Log in

Your new account login will replace all previous Museum logins. Once you've activated your account your membership will be linked and you'll then have access to all membership privileges. You can also find additional information about Museum member account activation and log in on our website:

<https://newportartmuseum.org/member-account-information>.

### Become a Museum Member:

To purchase a membership go to <https://newportartmuseum.org/join> and select the membership level you prefer, then click 'add to cart'. Follow the steps to complete your order, and an account will be created for you with your membership, and your account details will be emailed to you.

After you've created your account, you can log in and view orders, check your membership status, update your account information, and more at <https://newportartmuseum.org/my-account>

### Create a General Museum Account:

Go to <https://newportartmuseum.org/my-account> - under 'Create a new account,' fill out an email and password and click 'Register'. You will be logged in, and your account details will be emailed to you.

I forgot my username/password. How do I retrieve it?

Go to <https://newportartmuseum.org/my-account/lost-password>

Enter your email address

You will receive an email from hello@newportartmuseum

Follow the link in that email to create a password

Log in

What should I do if my member discount is not being applied?

First, see the above regarding accounts that were on our old website. If that does not apply to you, please contact our membership department to confirm that your membership is up to date.

How do I register with a check or gift card?

Our secure website is designed for you to easily register and pay for a class online, but if you must pay by check, stop by our Education Office to register through our website and submit your check in person. Cash payments are not accepted. We are unable to reserve seats in any classes, so be sure to register early.

If you are paying by a gift card from 2018 or earlier, contact the Museum Education Manager for assistance. Gift cards purchased through our current website may be redeemed at checkout using the coupon code provided.

How do I register if someone else is paying my tuition and fees, such as an employer or agency?

If your course is being paid by an institution, contact Museum Education Manager at [shames@newportartmuseum.org](mailto:shames@newportartmuseum.org).