



## **THE MUSEUM SCHOOL**

Coleman Center for Creative Studies

26 Liberty Street

Newport, RI 02840

### **EDUCATION POLICIES AND PROCEDURES**

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, public programs, school tours, and events.

#### **Building Access:**

Please note the door code for the Museum School front doors, which are always to remain locked and closed. The unlocking mechanism works through a code input to the right of the door. The code is 1864#.

#### **Education Staff**

Mary Kate Hickey

Director of Museum Education

[mhickey@newportartmuseum.org](mailto:mhickey@newportartmuseum.org)

Charlene Carpenzano

Lead Teaching Artist & Clay Studio Manager

[ccarpenzano@newportartmuseum.org](mailto:ccarpenzano@newportartmuseum.org)

#### **Museum School Hours:**

Tuesday - Friday: 10:00AM - 3:00PM

#### **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.

## **Newport Art Museum General Policies for Students**

### **Safe Space**

Newport Art Museum is committed to providing a physically and emotionally safe environment for all students, guests, and teaching artists. By participating in our programs, you can expect to engage with individuals from diverse backgrounds, needs, and abilities. We expect all participants—regardless of age or role—to demonstrate safe, respectful, and appropriate behavior. We reserve the right to suspend or dismiss students or teaching artists whose conduct is deemed detrimental to our community or violates state or federal laws. Students or teaching artists removed from a class or program due to violations of our Safe Space Policy 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 the 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 accommodations to participate in any of our offerings, please contact the Director of Museum Education at the time of registration. Requests may take over two weeks to arrange, so we encourage you to submit your requests as early as possible.

### **Photography and Videography Notice**

The Museum occasionally photographs its programs, participants, and artwork created during classes for use in promotional materials. You may opt out of being photographed at any time, or contact us to request the removal of an image from our website or social media. All photographs taken by Museum staff for promotional purposes are property of Newport Art Museum.

### **Inclement Weather**

Newport Art Museum announces closures via our website and social media platforms. If you are traveling across bridges, please check the RI Transit and Bridge Authority for travel alerts. The Education team will determine closures 24 hours in advance, when possible. We are unable to contact students or teaching artists directly about closures. NAM follows the Newport Public School system for snow days; if schools are closed due to snow, our facilities will also be closed. Makeup dates may be arranged at the instructor's discretion, when feasible.

## **Newport Art Museum Financial Policies for Students**

### **Discounts**

Newport Art Museum members receive a discount on tuition for most courses and camps. Select workshops and classes may be ineligible for member discounts. The discount does not apply to fees or transportation costs. To receive your discount, please log in to our website with the email address associated with your membership. If you do not see the discount applied, please contact our membership department to confirm your membership status.

### **Scholarships**

Thanks to generous support from individuals and corporate sponsors, we offer need-based scholarships, with preference given to children and youth. To apply, complete the scholarship application form at least 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, please visit the Education Office to register and submit your payment in person. We cannot reserve seats in classes, so please register early to ensure a spot. If your registration is being paid by an institution, or if you are an institution paying for someone's registration, please contact the Director of Museum Education at [mhickey@newportartmuseum.org](mailto:mhickey@newportartmuseum.org).

### **Withdrawing & Refunds**

To withdraw from a course, please notify the Director of Museum Education in writing via email. To receive a refund, written notice must be submitted at least 10 business days before the class start date. Refunds will be processed based on the date of receipt of your written withdrawal notice. Fees for materials, models, and firing are non-refundable after the first class. There is a \$25 processing fee for all withdrawals. Notifications of withdrawal made through instructors do not constitute official notice.

Refunds are issued to the original payment method and may take up to four weeks to process. Students or teaching artists who are removed from a class due to violations of our Safe Space Policy will not receive a refund.

### **Course Cancellations**

Courses that do not meet the minimum enrollment requirements will be canceled at least one week before the start date. Enrolled students will be notified by email. In the event of a cancellation, students will receive a full refund. Refunds may take up to four weeks to process and will be issued according to the original payment method. The Museum is not responsible for the costs of supplies purchased in advance.

## **Newport Art Museum Studio Use for Students**

### **Current Ceramics Students**

Students currently enrolled in select Ceramics classes have limited access to the clay studios during Open Studio hours. Open Studio hours will vary, so please check the schedule regularly each session. To ensure a record of studio usage, students are required to sign in and out at the entrance.

### **Clay**

All clay used in our studios must be purchased through the Newport Art Museum; outside clay is not permitted in the studio or kilns. Clay is available for purchase in the Education Office for \$50 per 25lb bag. We accept cash or check payments.

### **Acknowledgment**

By enrolling in a class at the Newport Art Museum, you acknowledge that you have read, understood, and agreed to adhere to these General Policies for both students and teaching artists.