

## WELCOME TO THE HALIBURTON SCHOOL OF ART + DESIGN

We're looking forward to having you with us in the inspirational Haliburton Highlands. The following details will assist you with your preparations.

### Locations:

All courses will be located at **Fleming's Haliburton Campus** or **Haliburton Highlands Secondary School**, except for Blacksmithing, Iron Sculpture, Forging and Bladesmithing, which are held at Fleming's **Peel Building**, located a short drive from campus. Please consult the map included here.

Specific room locations for all courses will be emailed to you prior to course start, as well as posted at the main entrance of the campus and high school. Staff will be available to assist at both locations each Monday morning.

To accommodate shifting registration levels, last minute changes, and specific needs, room locations are determined the Thursday afternoon prior to the start of the course and are subject to change.

### Hours:

Your classes will run from 9:00am to 4:30pm, Monday to Friday, with an hour midday break. Some courses are 6 days - please carefully check your course information.

### Food and Beverages:

Fleming Campus: There is a small servery located at our Fleming Campus, open Monday to Friday, 8:30am to approximately 1:30pm. Additionally, there is a microwave and refrigerator available for your use.

High School: Food service at the high school is unconfirmed but details will be provided in your pre-arrival email. A number of restaurant options are located close by in the village, as well as in the surrounding area.

### Accommodation:

Browse options at [Places4Students](#) – search “Fleming College – Haliburton” and then click Property Listings. Additional accommodation information is available through the [Haliburton Highlands Tourism department](#) which can also be reached at 1-800-461-7677. We recommend that you [inquire about cancellation policies](#). In our experience, the hosts are very co-operative but it's best to clarify to avoid a situation where you lose your accommodation fees if we or you need to cancel your course.

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**Course Cancellations:**

All courses are subject to cancellation in the event of insufficient registration or public health directives. Should your course be cancelled due to insufficient registration, you will be notified 2 weeks in advance of course start. Ensure that we have an alternate means of reaching you if you will not be at home. Assume that your course is running as scheduled unless you hear otherwise. You are eligible for a full refund of fees or the option of transferring to another course within the current HSAD schedule (pending space availability) if the college cancels a course.

**A Friendly Reminder Regarding Our Refund Policy:**

- Courses are non-transferable.

If You Cancel: All notifications of cancellation must be received in writing. If you cancel any time up to 14 days prior to course start, you will receive a full refund, less a \$25 administrative fee. If you cancel later than 14 days prior to course start, there is no refund of fees. This policy applies in all circumstances due to our commitment to students and instructors two weeks prior to course start. Should you be able to attend a different course within the current schedule we would be happy to attempt to accommodate you, pending space availability. Our fax number is (705) 457-2255 and is available 24 hours/day 7 days/week. Notification is also welcomed electronically at [askus@hsad.ca](mailto:askus@hsad.ca)

Please don't hesitate to contact us if you have any questions or concerns. I'm confident your time with us will be inspiring, challenging, and rewarding.

Regards,

*Gail Woodard*

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# MATERIAL LIST

## MILLINERY – THE ART OF HAT MAKING

ARTS516

**INSTRUCTOR:** Karyn Gingras

*Please check the status of your course before purchasing materials!*

**Mandatory Studio Safety Practices apply – Reference the attached**  
**NO OPEN TOE OR HEEL SHOES IN THE STUDIO**

There will be a material fee of \$75 - \$100 per hat, payable to the instructor on the first day. This fee will cover the cost of straw and felt bodies, grosgrain ribbon, wire, clamps, spray sizing and use of hat blocks.

### **Please bring:**

- Photos, books, magazines or any other ideas for hats that you may want to draw inspiration from
- Ribbon, fabric (lightweight and heavier weight for trimming and embellishment)
- Any items that you wish to use as trimming for straw and/or felt hats
- (i.e. feathers, beads, buttons, lace, silk, velvet, ribbons of any material. Bring more items if you wish to make more hats)
- Scissors, measuring tape, dressmaker pins, and chalk
- A selection of thread colours
- Hand sewing needles
- Sewing machine, bobbins for machine, spare machine needles
- 1 box of 100 plastic or metal push pins (very important) – Instructor will have available for sale individual boxes of 100 metal push pins for blocking - \$17.00/box payable in class.
- Iron (if you do not have one, see if you can borrow from a friend or you may be able to share with a classmate)
- Mirror
- Paper safety masks (used by painters & drywall installers)
- Plastic spray bottle
- Small hammer
- Blow dryer (if possible)

Please feel free to contact the instructor with any questions at [karyn@lilliputhats.com](mailto:karyn@lilliputhats.com)

In order to accommodate changing registration levels and specific needs, precise room locations are determined the Thursday prior to the start of the course and are subject to change.

**AN ART SUPPLIER WILL BE ON CAMPUS**  
**MONDAYS AND WEDNESDAYS.**  
**FROM JULY 3 to AUGUST 9 ONLY**

Please ensure that you are aware of our refund policy as outlined in our brochure.

## **Mandatory Studio Safety Practices**

Your health and safety is our priority. Our studio environments can have a number of objects, tools and chemicals that require personal protective equipment (PPE) or other consideration for your wellbeing. All persons (including faculty, staff and students) are asked to observe the following while in the shops and studios:

- ✓ **Wear sturdy and appropriate shoes such as sneakers, closed leather shoes or work boots – *open-toed shoes, flip-flops or high heels are not allowed***
- ✓ **No long, dangling clothing or accessories** (scarves, flowing sleeves, chains, long necklaces, etc.)
- ✓ **Long hair must be tied back**
- ✓ **No bare skin if exposure to chemical or tools/machinery is likely**
- ✓ **Appropriate PPE is mandatory when operating tools and equipment within the studios.** Please consult with the faculty or studio technician to determine the appropriate PPE required for specific machines and studio processes.

**Fit tests** are required for courses requiring a respirator as noted on your material list. Arrangements will be made on site.

As these are mandatory safety practices, we will follow up directly with students who may have oversights the above. Individuals may be asked to address any concerns before continuing to work in the studio.

Be sure to buy appropriate, good quality safety articles and equipment i.e. safety boots, protective eyewear, hearing protection, work gloves, x-acto knives, etc. – ask your supplier for advice.

**Your cooperation is appreciated.**

# HALIBURTON



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