



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:

Courses will be located at Fleming's Haliburton Campus, J. Douglas Hodgson Elementary School (JDH), Haliburton Highlands Secondary School, and other course-specific, more industrial types of spaces. There will be administrative offices at the Fleming Campus and JDH. Please consult the map included here. Specific room locations for all courses will be emailed to you by the Friday prior to course start, as well as posted at the main entrances of Fleming Campus and JDH. Staff will be available to assist each Monday morning.

In order to accommodate changing 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. Certain courses are always held in certain locations; if this is the case, it will be noted on your material list.

Monday Morning:

We recommend that you confirm the location of your course prior to unloading your materials. If you're being dropped off, have your ride wait until you know for sure where your course will be. We are happy to assist you if this is not possible.

Hours:

Your classes will run from 9:00am to 4:30pm, Monday to Friday. Some courses are 6 days: please carefully check your course information. In courses where safety is not an issue, additional studio time is available. This results in 32.5 hours of in-class instruction and provision for 15 hours of independent work. In instances where safety could be an issue and a technician is not available, alternate studio options will be arranged.

Smoking Policy:

Smoking is not permitted on any of the Board of Education School properties. There is a clearly marked outdoor smoking area at the Fleming campus.

Food and Beverages:

Fleming Campus: There is a small servery located at our Fleming Campus, open Monday to Friday, 8:30am to 2:30pm. Additionally, there is a microwave and refrigerator available for your use. A number of restaurant options are located close by in the village, as well as in the surrounding area.

J. Douglas Hodgson Elementary School: Food service will be provided by SIRCH Community Services. Chef Diane McKnight, of *Simply Homemade*, will be baking up morning snacks as well as creating a variety of healthy and delicious soups, salads, main courses and treats at lunch. She uses fresh local ingredients and will have some gluten-free options. *Simply Homemade* is a social enterprise of SIRCH Community Services, a non-profit organization that provides food service training to youth, and also provides thousands of meals to those in need in the county. Every lunch sold at JDH helps them feed a child or senior. *Simply Homemade* lunches are affordable, nutritious and yummy ... and you'll be helping someone else!

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Accommodation:

There are many and varied accommodation options in and around the village of Haliburton. The college maintains a list that includes both commercial and private options. This information is available to view at www.hsad.ca or can be mailed to you upon request.

Alternatively, The Haliburton Highlands Tourism Department can assist and can be reached at 1-800-461-7677 or www.myhaliburtonhighlands.com. 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 in the event that we or you need to cancel your course.

Materials you need to bring:

Where applicable, a list of materials necessary for your course(s) is included in this package. *Please feel free to check the status of your course if you are concerned about investing in materials.* There will be some art supplies available for purchase on campus Mondays and Wednesdays from July 2 to August 8 and there are some art supplies available at local retail outlets.

Course Cancellations:

All courses are subject to cancellation in the event of insufficient registration. Should your course be cancelled, 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 brochure (pending space availability) if the college cancels a course.

A Friendly Reminder Regarding Our Refund Policy:

Courses are non-transferable. Grades are posted for weeklong, adult credit courses, making it imperative that the student registered is the student that attends. 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 HSAD brochure 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

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,



Shelley Schell

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www.hsad.ca



www.facebook.com/flemingHSAD



www.instagram.com/flemingHSAD

(Please proceed to next page.)

MATERIAL LIST

JEWELLERY - OFF LOOM BEAD WEAVING ARTS2272

INSTRUCTOR: Vicki Sharp

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 \$100 payable to the instructor. This fee will cover all Japanese beads and semi-precious stones to complete each project, beading matt, beading needles and beading thread.

Students please bring:

- Small sharp scissors
- Notebook and pen or pencil for note taking,
- Tape measure
- Magnifier, reading glasses
- Task light (recommended Ott Light if available)
- Power bar
- Extension cord

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 2 to AUGUST 8 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:

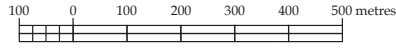
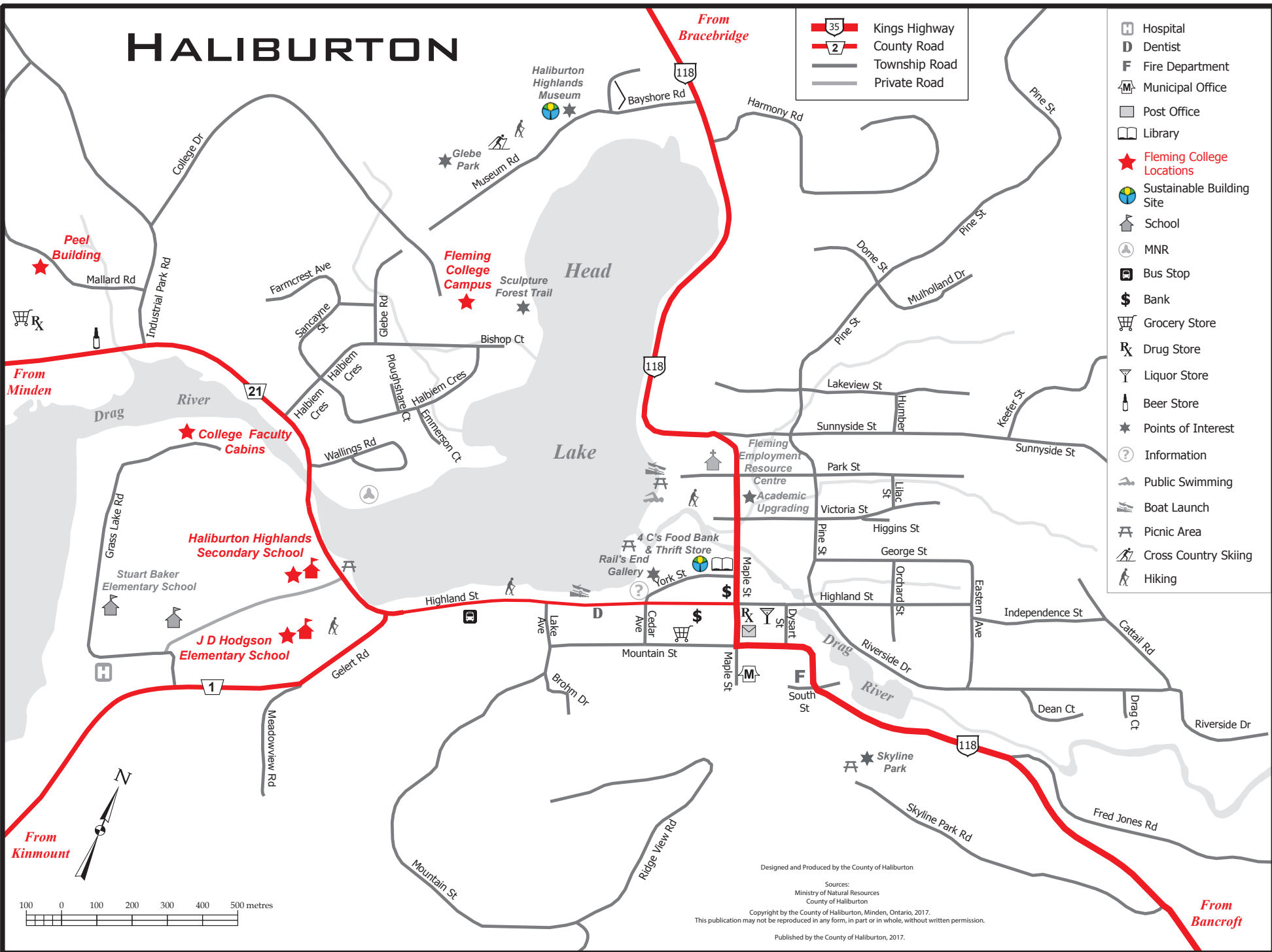
- ✓ **Wear sturdy and appropriate shoes such as sneakers, closed leather shoes or work boots – *open-toed shoes, flip-flops or high heels are not allowed***
- ✓ **No long, dangling clothing or accessories** (scarves, flowing sleeves, chains, long necklaces, etc.)
- ✓ **Long hair must be tied back**
- ✓ **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.

As these are mandatory safety practices, we will follow up directly with students who may have overlooked 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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 County of Haliburton
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From West Toronto

From Hwy 401 take Hwy 400/Hwy 11 North to Hwy 118.
Take Hwy 118 East to Haliburton Village.

From North Bay

Take Hwy 11 South to Huntsville.
Take Hwy 60 to Dwight, and then Hwy 35 South to Carnarvon.
Take Hwy 118 East to Haliburton Village.

From Ottawa

Take Hwy 417/Hwy 17 toward Pembroke.
Take Hwy 132 to Renfrew and stay on Hwy 32 until it ends at Hwy 41. Turn South on Hwy 41 to Denbigh.
At Denbigh, take Hwy 28 through Bancroft to Hwy 118.
Follow Hwy 118 to Haliburton Village.

In Haliburton Village:

For the Fleming College Campus:

Take County Road 21 to Industrial Park Road.
College Drive is off of Industrial Park Road on your right (you will see the Fleming College sign).
We are at the very end of College Drive, 297 College Dr.

For the Summer School Campus:

J D Hodgson Elementary School is located at 1020 Grass Lake Road.
You can access it off of County Rd 1/Gelert Rd or off of County Rd 21 by turning into the High School and driving past it.

***If you have any trouble locating us, do not hesitate to call:
1-866-353-6464 (press option 3)
or 705-457-1680***

