

## WELCOME TO THE HALIBURTON SCHOOL OF ART + DESIGN

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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, unless otherwise specified, are held at the Haliburton Fleming College campus, located at 297 College Drive. Please refer to our online map of Haliburton village to assist you with travel.

### **Hours:**

Your classes will run from 9:00am to 4:30pm, Monday to Friday, unless otherwise specified, with an hour midday lunch break.

### **Food and Beverages:**

There is a small servery on campus open Monday to Friday, 8:30am to approximately 1:30pm. Additionally, there is a microwave and refrigerator available for your use.

### **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 (which we will notify you of 2 weeks prior).

### **Materials you need to bring:**

Where applicable, a list of materials necessary for your course is included in this document. Minimal materials are available for purchase on site (unlike previous years, we may NOT have an art supplier on site) – we suggest you bring everything with you. Please feel free to check the status of your course if you are concerned about investing in materials. There are some limited arts supplies available at local retail outlets.

### **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 by email and/or phone on file. 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.

**Refund Policy:**

- 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, fees will not be refunded. 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/year we would be happy to attempt to accommodate you, pending space availability.
- Courses are non-transferable.
- Notification can be received by email at [askus@hsad.ca](mailto:askus@hsad.ca), or fax, (705) 457-2255.

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,

*Mackenzie Jenkins*

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**(PLEASE SEE COURSE MATERIALS/INFORMATION PAGE BELOW)**

## MATERIAL LIST

**Jewellery - Chain Making: Beginner, Intermediate and Advanced**  
**ARTS0046\_41 | ARTS1495\_41 | ARTS1659\_41**

**Instructor: Susan Watson Ellis**

**Mandatory Studio Safety Practices apply – See below**  
**NO OPEN-TOE OR HEEL SHOES IN THE STUDIO**

*Material fees will vary with individual projects and are payable to the instructor.*

**Please bring:**

- Your preferred writing instruments (notebook & pen, laptop, tablet, etc)
- Needle nose pliers (2)
- Flat nose pliers
- Round nose pliers
- Jeweller's saw frame (blades 2/0 & 3/0)
- Easy & medium silver solder
- Well-fitting safety glasses

**Note - Beginner students may wish to share tools with the instructor**

- Students can bring their own materials instead of purchasing from the instructor
- Silver wire (instructor will have available for purchase), as well as sterling clasps

*Suggested gauges:*

- .75 mm round (lightweight chains)
- 1 mm round (medium-weight chains)
- 1.5 – 2.00 round mm (heavy chains)

Silver can be purchased at: Umicore Precious Metals Canada Inc.

Markham, ON, (800) 263-1669

Tools can be purchased at: Gesswein Canada – Jewellery Tools & Supplies

Etobicoke, ON (416) 675-9171

Findings can be purchased at: Rio Grande – Jewelry Making Supplies

Albuquerque, NM, USA (800) 545-6566

Optional:

- Optivisor™ No# 5 (very useful, especially for individuals who have a **hard time seeing small things**) – approx. \$39.95

The instructor will have additional silver, findings, and sawblades available for purchase.

### **Jewellery Toolbox Sign Out**

**Please arrive at 8:30 AM on your first day if you would like to use a toolbox.** Toolboxes can be signed out for the week or a Saturday workshop returned directly to the Studio Tech on the last day. Toolboxes are checked to ensure they are complete prior to class. Toolboxes incomplete or not returned will have charges applied to your student account. Please reference the checklist to ensure all the tools are returned.

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

**AN ART SUPPLIER WILL BE ON CAMPUS MONDAY AND WEDNESDAY,  
JULY & AUGUST**

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

## MANDATORY STUDIO SAFETY PRACTICES

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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.

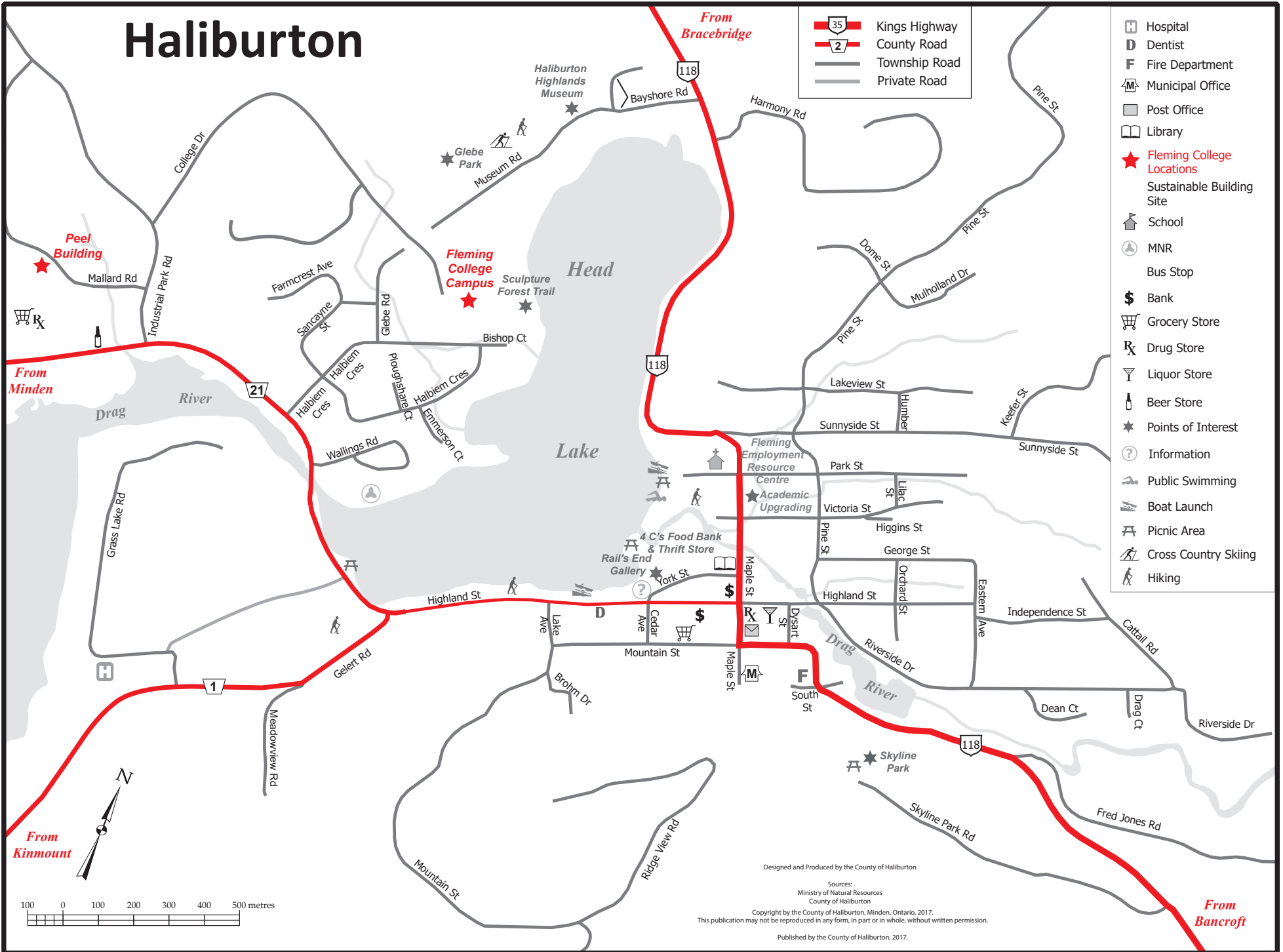
**Fit tests** are required for courses requiring a respirator as noted on your material list. Arrangements will be made on site.

As these are mandatory safety practices, we will follow up directly with students who may have 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.

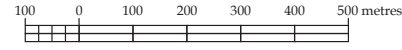
**Your cooperation is appreciated.**

# Haliburton



35 Kings Highway  
2 County Road  
 — Township Road  
 — Private Road

- Hospital
- Dentist
- Fire Department
- Municipal Office
- Post Office
- Library
- ★ Fleming College Locations
  - Sustainable Building Site
  - School
  - MNR
  - Bus Stop
  - Bank
  - Grocery Store
  - Drug Store
  - Liquor Store
  - Beer Store
  - Points of Interest
  - Information
  - Public Swimming
  - Boat Launch
  - Picnic Area
  - Cross Country Skiing
  - Hiking



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