

WELCOME TO THE HALIBURTON SCHOOL OF THE ARTS

We're looking forward to having you with us and hope that the material enclosed here will assist you with your preparations.

Locations:

Courses will be located at Fleming's Haliburton Campus, the Haliburton Highlands Secondary School (High School) and other course-specific, more industrial types of spaces. There will be administrative offices at the Fleming Campus and the High School. Regular staff visits will be made at other locations. Specific room locations for all courses will be posted at the main entrances of the Fleming Campus and the High School each Monday morning. All locations will be in and around the village of Haliburton, within reasonable proximity of the business section of town. Please consult the map on our website.

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

Monday Morning:

Unless otherwise noted on your material list, please go to the High School on Monday morning. Staff will be located near main entrances of the Haliburton Campus and the High School to inform you of the specific location of your course. A staff person will greet each classroom individually on Monday morning. This is your opportunity to learn about the extra-curricular activities we have planned for the week and ask any questions you may have. Nametags will be available in your classroom.

We recommend that you determine the exact location of your course on Monday morning, prior to unloading your materials. If you are being dropped off, it would be wise to have your ride wait until you have determined the location of your course. We will 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 until 8:00pm. 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:

Please be aware that smoking is not permitted on any of the Board of Education School properties. Smoking areas are assigned outdoors at each end of the Fleming campus. These areas are clearly posted.

Food and Beverages:

Cafeteria style food service will be available at the High School for breakfast, coffee breaks and lunches. *Cathy's Kitchen* is a small servery located at our Fleming Campus. Fair Trade coffee, muffins, juices, soups, salads, pizza, vegetarian options and daily lunch specials are available. The servery is open 8:00am to 3:30pm from Monday to Wednesday, 8:00am to 5:00pm on Thursday, and 8:00am to 3:00pm on Friday. Additionally, there is a microwave and refrigerator available for your use. Picnic tables will be available at all locations. A number of restaurant options are located close by in the village, as well as in the surrounding area.

Accommodations:

The college maintains a list of accommodation options, both commercial and private. This information can be mailed to you upon request or accessed on our web site at www.HaliburtonSchoolofTheArts.ca. The Haliburton Highlands Chamber of Commerce can also assist you and can be reached at 1-800-461-7677 or www.haliburtonholidays.ca. I would recommend that you inquire about their cancellation policy and indicate that the school will determine feasibility of your course 2 weeks in advance of course start. In our experience, the hosts are very co-operative but it's best to clarify and confirm such details to avoid a situation where you lose your accommodation fees in the event of course cancellation.

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 are some arts supplies available at local retail outlets.

Course Cancellations:

Please note that 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. Please 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 HSTA brochure (pending space availability) if the college cancels a course.

A Friendly Reminder Regarding Our Refund Policy:

Courses are non-transferable. Transcripts are issued 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 HSTA 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 contact@HaliburtonSchoolofTheArts.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, rewarding and, most of all, fun!

Regards,

Shelley Schell

Shelley Schell

MATERIAL LIST

WIRE JEWELLERY

ARTS676

INSTRUCTOR: Dianne Karg Baron

There will be a material fee of \$80 payable to the instructor on the first day of class. This fee will cover base metal wire (non-precious) beads, stones, findings, polishing compounds, saw blades, epoxy and use of tools. (Each student will have a tool set for use during the class.)

Please check the status of your course before purchasing materials!

Student please bring:

- 1 roll of 1/4" masking tape
- Jeweller's polishing cloth (flannel type cloth embedded with polishing compound - available in any department store (i.e. Wal-Mart, Zellers, etc. (jewellery dept) Cost \$8.00 to \$10.00 approximately.
- Fine tipped permanent pen (i.e. Sharpie, Staedtler - available at Staples, Wal-Mart, most stores that sell stationery products)
- 12 inch ruler - wood or metal preferred, or dressmaker's tape
- Bring any favorite stones, beads, or old jewellery to incorporate in your new designs! 6 mm, 4mm, 3mm and 2mm beads
- Electrical cord & light

Optional:

- Cordless drill (if you already own one)

**AN ART SUPPLIER WILL BE ON CAMPUS
MONDAYS AND WEDNESDAYS.
FROM JULY 5 - AUGUST 11 ONLY**

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



STOP!!

Take some time to read the information below.

Depending on the type and nature of your course, the following points should be considered:

- ◆ Cotton is better than synthetics around heat sources
- ◆ Close-fitting clothing is safer around machinery than baggy, loose clothing
- ◆ Safety boots may be necessary - sandals are not safe around machinery, heat and sharp or heavy objects
- ◆ Long hair should be tied back when machinery or heat sources are being used
- ◆ Contact lenses can be hazardous when working with heat sources, various solvents, etc.
- ◆ Certain jewellery may not be safe when there is a risk of it getting caught
- ◆ If listed on your 'Student Material List' 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

If you have any questions, we would be happy to assist you feel free to contact the office at (705) 457-1680