

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, 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, 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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hsad.ca



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(PLEASE SEE COURSE MATERIALS/INFORMATION PAGE BELOW)

MATERIAL LIST

Millinery - Art of Hat Making (ARTS0516_41)

Instructor: Karyn Gingras

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

A \$75-100 material fee (per hat) payable to the instructor will be needed on your first day of class. 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 the machine, spare machine needles
- 1 box of 100 plastic or metal push pins (very important) – The 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

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

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



Kings Highway
 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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