

Connecticut Valley School of Woodworking

Dear Fellow Woodworker,

I would like to take this opportunity to welcome you to the Connecticut Valley School of Woodworking. For those of you who have been here before, Welcome Back! If you haven't previously signed a release form please do so now and return it on or before your first day of class. Finally, please take the time to familiarize yourself with the Connecticut Valley School of Woodworking general guidelines below.

I look forward to working with you in class and hope that you find our woodworking program rewarding and enjoyable. If you have any kind of questions please don't hesitate to call or e-mail.

Bob Van Dyke
Director

GUIDELINES

REFUND POLICY:

Tuition fees are NON-REFUNDABLE and NON-TRANSFERRABLE within two weeks of the beginning of a scheduled class unless your vacated space can be filled.

HOURS OF CLASSES:

Most evening classes meet from 6pm-9:30pm. Most weekend classes meet from 9:30-until about 5:00pm. Week-long classes are usually 9:00am till 4:30 or 5:00pm.

Because we make every possible effort to prepare fully for your class, please do not come into the shop earlier than 15 minutes prior to start time.

Please call if you know that you are going to be late, so we do not delay the start of the class any longer than necessary. My direct line is 860.729.3186

MISSING A CLASS:

If you have to miss a class, please let us know as early as possible. Because of the sequential nature of most woodworking, we will need to keep your project up to speed if you are absent for the particular operations being done. We will make every effort to review the missed material with you during the next class.

MATERIAL CHARGES and TUITION BALANCES:

Material charges and any remaining tuition balance must be paid 2 weeks before the beginning of the class.

REFRESHMENTS:

Coffee is available in the showroom. Feel free to bring nonalcoholic drinks to the classroom, there is a refrigerator available. Please deposit cans in the recycle bin in the back of the school. **Please do not put drink containers on any of the machines (they rust!!)**

WI-FI:

The school shares the Woodcraft store Wi-Fi. The password is shopwoodcraft

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CLEAN UP:

Clean up is important, and we generally start fifteen minutes before the class ends. Please clean off the benches and put tools away first, then sweep up. We use sweeping compound, located in the back of the shop. Please use it- it makes a huge difference!.

USING AND PUTTING TOOLS AWAY:

The school tools are all located on the shelves in the middle of the shop. Please do not take any of the tools from the instructor's bench. Most tools are put back onto the tool shelves in the middle of the shop. If unsure where they go- please ask. **Do not bring the tools up front and leave them on the instructor's bench – That is NEVER where they go!!**

ORIENT YOURSELF:

Please make a conscious effort to learn where tools and supplies are kept so you do not waste time looking for them when we need them.

COATS AND PERSONAL BELONGINGS:

Please leave coats on the peg rack in the back of the school and keep any other personal belongings under the workbenches.

PERSONAL TOOLS:

We encourage you to start bringing your own tools as you start taking more advanced classes. Please identify your tools so they do not get mixed up with school tools or with another student's tools. (colored tape works well without permanently marking the tool) **Please check your tool kits when you leave so that you do not inadvertently pick up any of the school's tools.**

PURCHASING/DISCOUNTS:

The school is associated with the Manchester Woodcraft store. As a courtesy to you the store extends a 10% discount **during the time period of your class only**. The discount applies to all showroom items except power tools, other class tuition or material charges. Should you take advantage of the discount please let the store cashier know which class you are in before they ring you out.

SMOKING

Smoking is allowed outside of the building only!!

CELL PHONES:

Please put cell phones on "vibrate" while in class

PHOTOGRAPHS:

The Connecticut Valley School of Woodworking reserves the right to use any photographs taken during class for publicity purposes. You are also encouraged to take photographs during class. Sharing photographs with the rest of the class is appreciated. The school is active on Instagram. Follow [ct.valley](https://www.instagram.com/ct.valley)

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TOOLS

You do not need to bring any tools with you for most of the classes- especially Woodworking I & II, Cabinetmaking, Finishing and Woodturning.

You may decide to bring your own safety glasses and hearing protection

Carving classes usually require a different set of tools. Please inquire about them when you register.

While the school contains all of the tools you will need for most classes, I recommend that as you take more advanced classes you should plan on putting your own tool kit together. It is always better to learn and be comfortable with your own tools (and you don't have to wait your turn to use them!!).

If you are not sure if you have the right ones, feel free to call me or stop by with them. The school is associated with the Manchester Woodcraft store and you are welcome to buy them there. You will have a 10% discount for the duration of the class which can be applied to all purchases except power tools & other tuitions & material charges. Make sure you tell the cashier you are in the class. Other sources include flea markets, tag sales, the internet, Lee Valley Tools and Lie Nielsen Toolworks. Most hardware stores, Home Depot, etc do not carry the quality tools you will need.

The list below is a suggested beginning for general furniture-making type classes. It is assumed that any tools going into your kit will be sharp and tuned up (they don't work otherwise!)

Basic tool list

6" or 12" adjustable square
Pencils & notebook
Card scraper & burnisher
Block plane
Smoothing or general-purpose plane #4 or #5
Shoulder plane (suggested)
Layout knife
Bench chisels
Back saw or dovetail saw
Safety Glasses
Hearing protection

This is just a suggested list – don't worry if you don't have all of them- or if you have more! You are welcome to take pictures during class. Please ask the instructor before taking any video.

There is a refrigerator and a coffee maker in the shop. Lunch is usually around 12-1PM for daytime classes.

There are picnic tables in the back and numerous sandwich shops and a grocery store in the area.

Give me a call or e-mail me if you have any questions

Bob Van Dyke
Director
Connecticut Valley School of Woodworking
bob@schoolofwoodworking.com

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RELEASE

I have applied with The Connecticut Valley School of Woodworking for enrollment in a class featuring various woodworking techniques. I understand that I will be using several power tools and pieces of equipment in said class that are potentially dangerous. I agree to wear protective eyewear at all times while operating any equipment and I will follow all recommended safety procedures while using said equipment.

I hereby release and discharge The Connecticut Valley School of Woodworking, Red Dog Wood LLC. and Woodcraft Supply Corp., its officers, employees, owners, and affiliates, their successors and assigns, and independent instructors working on their behalf, of and from any and all claims or demands for injury to my person or property, resulting directly or indirectly by reason of my participation in the seminar or class, and I hereby assume full responsibility for all risk of injury to my person or property by reason thereof.

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Dated: _____

Signature: _____

Print Name: _____

