

## Terms and Conditions for the 2023-24 Theatre Classes:

- Our age reference date for classes is December 31st. For example, a child turning 9 years old by December 31st is eligible for the 9-12 age group classes beginning in September.
- OST reserves the right to make changes to the class schedule following registration.
- Insufficient registration in any class or workshop may result in its postponement or cancellation. In the case of cancellation, we will do our best to find a suitable alternative. **A decision will be made 1 week prior to scheduled start date.**
- While we will do our utmost to avoid changes, OST does not guarantee the teacher for any particular class. We encourage OST teachers to Team teach so that the students experience different teaching styles and theatre techniques.
- Our deadline for registrations is 1 week prior to the start of classes.
- Our classes are designed to run from their September/October start dates until June, with each class working together to form a team, learn performance skills, and then move into play creation and rehearsals leading to the May Showcase. However, we understand that families who discover our programming halfway through the year still want to be able to get involved! With that in mind, we have a class enrollment deadline of **January 31st** (or February 29th for classes that begin in January). This is the latest point at which a new student can be integrated into a class play.
- A transfer between classes will be allowed, subject to availability.
- Class size is limited, and will be filled on a first-come, first-served basis.
- OST is committed to providing the best possible learning environment for all its students. The success of the program lies in the enthusiasm and co-operation of each student. **Theatre is a TEAM sport.** We expect the students and their parents to understand this and make every effort to attend all classes and rehearsals in the creation and development of their plays and performance pieces.
- We will do our best to resolve any behavioral difficulties that may arise through empathetic communication with the student, adaptation of class activities if appropriate, and healthy boundary-setting. We want to see every student succeed, and we count on the support of parents as we work through any difficult situations that arise from student behaviour. However, if we are unable to resolve a disruptive situation, we will require that the disruptive student be withdrawn from the course without refund.
- Students in **Teen or Specialized Classes** may be required to **miss one to two days of school** during the production/performance period, depending on the nature of the production. These special days provide great professional experiences and we believe in providing these experiences for the betterment of our students. We aim to provide dates well in advance, and appreciate your collaboration in creating time for these special days.
- Student Showcase performance dates in May will be confirmed as soon as possible in order to minimize conflicts with other activities and ensure availability of all participants. Theatre time is limited and there is very little flexibility to change the theatre schedule. Any potential conflicts must be reported to the teacher and/or Artistic Director as soon as possible. Although we try, OST cannot always change performance dates to accommodate conflicts.
- Any classes cancelled due to unforeseen circumstances will be made up at a later date, either in extra showcase rehearsals or extra classes. Please note these may need to be held virtually, using the Zoom platform. You will be notified in advance when this is the case. Thank you for your understanding.
- In the event of extreme weather or direction from Ottawa Public Health, classes will be held virtually, using the Zoom platform. You will be notified in advance when this is the case. Thank you for your understanding.
- Additional Covid Lockdown Policy - In the event of a lockdown, all in-person classes will continue online with the same instructor at the same time. There will be no refunds issued due to any Covid-related issues.
- Ottawa School of Theatre may occasionally videotape or photograph students during performances or classes. These images may be used by OST for promotional purposes without prior notice, including on our website, social media channels, and for media distribution. Names will only be used internally, and on our Front of House displays during showcases; names will not be posted online alongside photos.

# Payment Policy

## Purpose

OST is a not-for-profit, registered charity with a goal to operate efficiently within a balanced budget with tuitions as our main source of income. This policy outlines payment requirements and refund circumstances.

## Tuition Fees

1. Payment of tuition for all programs is due in accordance with the fee schedule set out below.
2. Other fee structures may be provided at the discretion of the Management - please contact the school to discuss. Need-based subsidies are available.
3. Placement in program/workshop is not confirmed until first payment is received.
4. We encourage contactless payment wherever possible, preferably online, by either credit card (Visa or Mastercard) or e-transfer. E-transfers should be sent to [office@ost-eto.ca](mailto:office@ost-eto.ca), entering the student's initials and the class number in the message field.

## Refunds

1. Prior to the start of classes (up to the starting date of the class) the student receives a full refund of the course fees, less a \$25 administrative charge.
2. Prior to the start of the second class, the student receives a refund of 96% of the course fees, less a \$25 administrative charge.
3. Prior to the start of the third class, the student receives a refund of 93% of the course fees, less a \$25 administrative charge.
4. Prior to the start of the fourth class, the student receives a refund of 90% of the course fees, less a \$25 administrative charge.
5. No refunds will be issued after the fourth class in any program or workshop except for medical reasons.
6. All refunds will be subject to a \$25 administrative charge.
7. No refunds will be made if a participant fails to attend a program, class or workshop.
8. Full refunds will be given in the case of program or workshop cancellation by OST-ETO.

## Family discounts

We offer a 10% discount on tuition for registration in 3 or more programs or workshops (excluding All Ages Plays, which have their own unique fee structure and family discount).

## Subsidies

We strive to offer need-based subsidies whenever possible. To apply, [fill out this online form](#).

## Fee Payment Schedule

	Payment 1	Payment 2
<b>TYPE OF CLASS</b>	<b>At time of registration</b>	<b>November 15th</b>
Workshops, 1 term classes, All Ages, and Camps	In full	n/a
Full Year Program	Full payment <i>or</i> 50% + \$10 admin	50% + \$10 admin <i>(if not already paid in full)</i>
	<b>At time of registration</b>	<b>February 15th</b>
Part Year Program (starting in January)	Full payment <i>or</i> 50% + \$10 admin	50% + \$10 admin <i>(if not already paid in full)</i>

## **CONSENT, RELEASE OF LIABILITY, WAIVER OF CLAIMS, ASSUMPTIONS OF RISKS AND IMDEMNITY AGREEMENT**

Please Read Carefully

I agree and understand that my child, named on this form, is a minor pursuant to the Age of Majority and Accountability Act, has my permission to participate in the activity indicated on this form. As the Parent or Legal Guardian of the registered participant, I and my child agree to indemnify and hold harmless the Ottawa School of Theatre from all claims, demands, actions and causes of action, loss, costs or damages that Ottawa School of Theatre may suffer, incur or be liable for in relation to any injury my child may suffer or cause to others in connection with my child's negligence or actions while my child is participating in this activity. Furthermore, I and my child hereby release, waive and discharge Ottawa School of Theatre from all liability to our heirs, executors, administrators for all loss of damage and any claim or demands for such loss or damage due to injury to person or property.

By signing this agreement, I and my child understand that my child will be assuming injury and certain legal risks. I, as the Parent or Legal Guardian of the child, confirm that I understand and agree to the conditions contained in the Agreement prior to signing it.

I and my child understand the following are CONDITIONS OF PARTICIPATION in the program:

Parents are to accompany their child to the studio to make sure that they have arrived to class, and to pick them up there after class. Instructors are not responsible for monitoring the entrance area to the building or the parking lot before, during, or after classes.

Ottawa School of Theatre attempts to offer an allergen-safe environment and no nuts or nut-containing products are permitted in the building or any program areas. I agree not to send lunches or snacks that may contain nuts, traces of nuts or nut by-products. A life-threatening allergy to any other food product by a participant may require additional restrictions.

Participants are expected to demonstrate basic respect for the dignity and rights of other participants and staff. OST reserves the right to immediately suspend or terminate the enrolment of any child who displays any behaviour that violates the guideline of zero tolerance of physical and verbal assault, harassment, discrimination and psychological abuse, or demonstrates lack of respect for OST property and the property of others. Parents/guardians agree to pay for any and all damages intentionally caused by the child to facility property and/or the property of others. Illegal drugs, alcohol, cannabis and weapons are forbidden.