

Terms and Conditions for the 2021-22 Theatre Classes:

- OST reserves the right to make changes to the class schedule following registration.
- Insufficient registration in any program or workshop may result in its cancellation, in which case 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.
- Class size is limited. Please have more than one choice of class. Classes 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. We will do our best to resolve any behavioral difficulties that may arise, and we count on your support as parent/guardian. However, if we are unable to resolve a disruptive situation, we will require that the disruptive student be withdrawn from the course without refund.
- A transfer between classes will be allowed, subject to availability.
- **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.
- Subject to Covid restrictions, OST provides an on-stage experience for all students in our full year program; this is costly. OST strives to keep tuition and other expenses affordable but we do have theatre rental expenses that need to be covered.
- 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.
- Performance dates for each class will be made available as soon as possible in order to minimize conflicts with other activities and ensure availability of all participants. 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.
- Ottawa School of Theatre may occasionally videotape or photograph students during performances or classes. These images may be used by OST for promotional purposes, including media distribution and on the OST website and social media platforms, without prior notice. (Names will only be used for internal or Front of House purposes).
- 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.
- 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.
- Ottawa School of Theatre requires that all employees, contractors, participants, volunteers and visitors over the age of two wear a mask at all times whilst in the Shenkman Arts Centre and during all classes (including those held outside). Exceptions may be made for anyone who cannot wear a mask for medical reasons on a case by case basis.
- OST requires all OST employees, contractors, participants and volunteers who attend OST in person to be fully vaccinated against COVID-19 prior to the start of their class.

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.
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, entering the student's initials and the class number in the message field.

Refunds

1. No refunds will be issued after the second class in any program or workshop except for medical reasons.
2. All refunds will be subject to a \$25 administrative fee.
3. No refunds will be made if a participant fails to attend a program, class or workshop.
4. Full refunds will be given in the case of program or workshop cancellation by OST-ETO.

Family discounts

We will offer 10% discount on tuition for registration in 3 or more programs or workshops (excluding All Ages Play).

Subsidies

Subsidies may be issued on an individual basis where space permits.
Please contact the office for details.

Fee Payment Schedule

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

CONSENT, RELEASE OF LIABILITY, WAIVER OF CLAIMS, ASSUMPTIONS OF RISKS AND INDEMNITY 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 s/he has arrived to class, and to pick him/her 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 byproducts. 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 or weapons are forbidden.