

# ON THE OFF BEAT

## Music School

1113 Queen Street East  
Toronto ON M4M 1K9  
www.ontheoffbeat.ca  
Ph: 647-343-7272

Email: [info@ontheoffbeat.ca](mailto:info@ontheoffbeat.ca)

Welcome to On the Off Beat Music School!

### ABOUT US

OTOB currently offers **private music lessons** in guitar, bass, piano, drums, voice, violin, and cello. We have highly educated and experienced teachers on staff who split their time between teaching and performing music professionally. We believe that music is to be shared - with audiences and other performers - and provide many opportunities for our students to showcase their talents throughout the year, no matter what stage of learning they are at.

### ENSEMBLES

Ensembles are offered for students who want to gain experience playing with other musicians. From rock bands to jazz trios, show-tunes to chamber music, we match up students who are at a similar age and skill level whose talents will complement each other.

### STUDENT PERFORMANCE OPPORTUNITIES

Our students are encouraged to perform in the community at various events, recitals, showcases, and other opportunities as they arise. We believe performing to be an essential part of music education. Examples of places our students have played include: School Fun Fairs, Leslieville Wanderlust, Riverdale Food Market, Year-End and Winter recitals, Adult-Student Get-Togethers, the Arts Market fundraiser for %Boost+, and more! These events are coordinated through the school and are free for participants. Look for sign-up sheets in the OTOB office for upcoming events.

### OTOB NEWSLETTER

The On the Off Beat Newsletter is filled with news and events, including information on regular lessons, student performance opportunities, our student %wall of fame, +as well as where you can see your teachers performing around the city! We send these out no more than once per month to keep you informed but not flooded!

### ONLINE SCHEDULING (STUDIO HELPER)

We have an online service that allows students and teachers to check their upcoming lesson schedule, invoices and payments. Upon registration you will be given a username and password so that you can always check on your upcoming lessons, studio events, and your monthly invoices.

### MASTER CLASSES

This is a group class opportunity for students to play for their teacher and musical peers in a small group setting, and to discuss and learn about the art of performance. Your teacher will offer these at least twice a year for his or her own studio of students. This is a great chance for students to prepare for recitals, exams, and other performances while getting feedback from their teachers. These are optional but highly recommended at \$15/class.

### Students in concert

Every last Friday of the month, our students are offered the opportunity to perform for a handful of parents and peers in our grand piano room. These are informal performance opportunities and students may play as many pieces as they like. We believe it's important to become comfortable playing for other people in order to nurture the performer within. These meetings are always FREE and entirely optional. Applause and cheering is encouraged!

### Our student accomplishments

Our reputation is quickly growing! Students of On the Off Beat have been successful in many arts programs throughout the GTA. As a result of the professional quality training we offer, many of our students have been accepted to programs such as Rosedale Heights School of the Arts, St. Michael's Children's Choir and School as well as university music programs. Our students have earned scholarships through the Ontario Registered Music Teachers Association; and have earned high honors in their Royal Conservatory of Music Examinations, and at the North York and Davenport Music Festivals.

## Our School Policies 2015 - 2016

**Students are registered for the full school year, from September 8<sup>th</sup>, 2015 until June 24<sup>th</sup>, 2016.**

Lessons continue forward from term to term, unless notice is received for withdrawal. See terms for withdrawal below.

No lessons will be scheduled or billed for holiday closures as listed below:

### **Fall Term – September through December**

We will be closed for:

- Labour Day: September 7<sup>th</sup>
- Thanksgiving Monday: October 12<sup>th</sup>
- Winter Break: December 21<sup>st</sup>, 2015 - January 3<sup>rd</sup>, 2016

### **Winter Term – January through March**

We will be closed for:

- End of Winter Break: January 1<sup>st</sup> - 3<sup>rd</sup>
- March break: March 13<sup>th</sup> - 19<sup>th</sup>
- Family Day: February 15<sup>th</sup>

### **Spring Term – April through June**

We will be closed for:

- Good Friday: March 25<sup>th</sup>
- Victoria Day Weekend: May 21<sup>st</sup> - 23<sup>rd</sup>

(Our music school is OPEN on all elementary/secondary school PD days unless listed above.)

### fees

- A One-time Registration Fee is required with each student's registration for Private or Ensemble Lessons. This fee is required upon registration for Regular Lessons only (Private, Theory, Ensembles) and not for Trial Lessons. The Registration Fee is non-refundable.
  - \$25.00 Individual student
  - \$35.00 Families of 2 or more students
- *Families with three or more students enrolled in private lessons are exempt*
- *New students who registered for summer camps 2015 are also exempt*
- Private lessons are available at a rate of:
  - 1 hour \$62.00
  - 45 min \$46.50
  - 30 min \$31.00
- Theory classes will be offered at the following rates:
  - \$25.00 Basic Theory 1 hour class, first Saturday of each month
  - \$35.00 Intermediate Theory 1.5 hour class, second Saturday of each month
  - \$35.00 Advanced Theory 1.5 hour class, second Saturday of each month
- Ensemble sessions are 1 hour in length and cost \$30 per participant per session. Most ensembles are offered on a bi-weekly basis.
- Master Classes will be offered periodically for a \$15/student fee.
- Lessons are billed in advance on a term-by-term basis. There are 3 terms in one school year (Fall, Winter, and Spring).

*\*NOTE\* We are proud to continue to be exempt from HST for music lessons!*

### PAYMENTS

- Payment for the full year is due upon registration. However, families wishing to pay in monthly installments may do so by submitting post-dated cheques for each month at the beginning of each term (Fall, Winter, Spring). Exact cash for the term (as no change is kept on the premises) is also accepted or interact e-transfers.
- Lessons payments are expected on or before the commencement of the term; on or before the student's first lesson of the term.
- Administration hours will be posted in the school and payments can be made through our administration team. If there is no one at the front desk, you can drop payments in our secured drop box located in the front waiting room on the main floor.
- **PINK SLIPS:** Should lessons go unpaid for 2 weeks, On the Off Beat staff/teachers will distribute our Pink Slip indicating that lessons will come to an end in the following week if payment is not received. On the Off Beat reserves the right to suspend lessons until all outstanding invoices are paid in full. In order to continue/re-schedule lessons, lessons should be paid in advance in compliance with our payment policies.

### RECEIPTS

Receipts are available online via StudioHelper.

## CANCELLED LESSONS

### When students need to cancel lessons:

- if less than 24-hours notice is provided for cancellation the student will be marked absent and charged; no make-up lessons will be offered; no refunds or credits for missed lessons.
- Students should contact their teacher, not the office, for cancellations.
- if the teacher receives more than 24-hours notice of cancellation, the student will be eligible to receive a make up lesson subject to make-up policy below:

### Make Up Lessons

When a student signs up for lessons with one of our teachers, we expect a 100% commitment to attend their scheduled time slot each week. Make up lessons are an ~~added bonus~~ that we provide for unplanned events/emergencies that may arise for the student.

Please ensure when registering that you enroll for a time slot that best suits your schedule, as we know how busy things can be! Below are our policies for make-up lessons:

- ~~Make-up lessons~~ are lessons offered outside of regularly scheduled lessons to make up for a cancelled lesson. These make-up lessons are to be arranged between the teacher and student at a mutually agreed-upon time and are to be held at the music school.
- Students are entitled to **4 make-up lessons per year**, at a maximum of 2 make-up lessons per term.
- Students who cancel more than 2 lessons per term or more than 4 per year will forfeit all payments for those additionally cancelled lessons regardless of the amount of notice given.
- Make-up lessons may be carried over from term to term but must be used up by the end of the spring term or will be forfeited.
- Students on Trial or Periodic Lessons are not eligible for make-up lessons
- ~~There are no make-ups for make-ups~~; once a make-up lesson is booked between teacher and student, it cannot be rescheduled by the student. If a student misses a scheduled make-up lesson, it is forfeited regardless of notice given. If a teacher needs to cancel a scheduled make-up lesson, the lesson fee will be credited to the student as either a make-up credit or cash credit to their account.
- All make up lessons must be completed before the end of the school calendar year (June 2016). Any outstanding make up lessons will be forfeited.

### When teachers need to cancel lessons:

Periodically, teachers will need to cancel and reschedule lessons due to their performance schedule. At On the Off Beat, we hire teachers that are also professional musicians - we believe it is imperative to a student's musical education to study with a teacher who is a practicing performer as well as a highly trained teacher. In the case of a scheduled teacher absence (ex. for a performance gig), a make-up lesson will always be scheduled with the student. NO lesson credits are distributed for teacher cancellations.

In the case of a last-minute cancelled lesson (teacher's illness or emergency the day of), the lesson will be cancelled and the client's account will be credited to the total cost of the lesson. *This is the ONLY time a lesson credit will be granted to a student's account.*

### Ending or Suspending Lessons

Students wishing to end their regular music lessons must inform OTOB staff of the cancellation in writing (a quick email will do) at least four weeks in advance of the final lesson day. Students will be billed for the four weeks of lessons after notice is given whether those lessons are attended or not. All outstanding make-up lessons must be used within that four-week time or will be forfeited. No make up lessons will be scheduled after the four-weeks have been completed.

## Master Classes

Once students have signed up for a Master Class with their teacher, they will be billed. There are no refunds, should a student choose not to attend.

## TRIAL LESSONS

Students who are just starting lessons with our school or who do not want to commit to our Regular Term Lessons right away, may register for 2 or 4 Trial Lessons with their prospective teacher.

**Trial Lessons** are offered for either 2 or 4 lessons and must be paid for in advance, on or before the first lesson. Trial lessons are scheduled in advance and are not made up if they are cancelled or missed. Upon completion of their Trial Lesson period, students may then choose to register for Regular Term Lessons in their Trial time slot or another time slot that is available with the teacher.

**Periodic Lessons** are offered for advanced or adult students who cannot commit to Regular Term Lessons. Periodic Students must pay for two lessons in advance and then continue to pay for each lesson as they take them, maintaining a one-lesson credit with the music school at all times. Individual lessons are booked between teacher and student as scheduling allows. This program option is exclusive and is offered by teacher invitation only. Periodic lessons are scheduled in advance and are not made up if they are cancelled or missed.

#### ENSEMBLE/GROUP CLASS POLICIES

Once registered for one of the ensembles or group classes, you are required to make a 100% commitment; this means showing up to ALL of the classes and practicing your part at home. These classes will be added to your regular monthly invoice. If you miss a class, there will be NO makeup or credit given.

#### **Rates** (*Jazz Trios, Rock Bands, String Ensembles, etc.*)

- \$30.00 Ensemble/Group Class 1 hour, bi-weekly
- Lessons are billed in advance on a term-by-term basis. There are 3 terms in one school year (Fall, Winter, and Spring).

#### **Theory Classes**

Theory classes will be offered at the following rates:

- \$25.00 Basic Theory 1 hour class, first Saturday of each month
- \$35.00 Intermediate Theory 1.5 hour class, second Saturday of each month
- \$35.00 Advanced Theory 1.5 hour class, second Saturday of each month

Class sessions must be paid for in full upon registration.

#### **Teacher Cancellation – Group Classes/Ensembles of 3 or more students only:**

In the event that the Ensemble/Group Class instructor needs to reschedule a lesson, all efforts will be made to ensure that all students enrolled are able to attend an alternate lesson time. If any one of the students is unable to accommodate the alternate lesson time, the lesson will be cancelled and accounts will be credited to the cost of the ensemble/group lesson for all students enrolled.

#### **Minimum Enrollment:**

Certain group classes or ensembles require a minimum enrollment for the course to go forward. In the event that a student withdraws and not enough enrollment remains, the course will be suspended. Students/parents and teachers will work together to decide the best course of action for the remaining students.

#### **Ending or Suspending Ensemble Classes**

Students wishing to end their Group or Ensemble classes must inform OTOB staff of the cancellation in writing (a quick email will do) at least four weeks in advance of the final lesson day. Students will be billed for the four weeks of lessons after notice is given whether those lessons are attended or not. All outstanding make-up lessons must be used within that four-week time or will be forfeited. No make up lessons will be scheduled after the four-weeks have been completed.

Welcome to On the Off Beat Music School!  
**Staff at OTOB**