

# ON THE OFF BEAT MUSIC SCHOOL

## SUMMER CAMPS POLICIES 2019

1113 Queen Street East  
Toronto ON, M4M 1K9  
657.343.7272  
www.ontheoffbeat.ca

### RATES & FEES

Early Bird Registration ( <i>Register before March 1st</i> )	\$0	
Regular Registration	\$25 / student	\$35 / families of 2+ students
Late Registration ( <i>Registration after June 1<sup>st</sup></i> )	\$30 / student	\$40 / families of 2+ students

*\*Current OTOB students and Musical Theatre Camps are exempt from Summer Registration Fees!*

**Explore Music Camp      \$375 (no HST)**

**Musical Theatre Camp      \$400 plus HST (payable to Artists' Play)**

### DEPOSITS

#### Camps:

A non-refundable \$100 deposit and your Registration Fee are due with your Registration to confirm your spot. Your registration will not be processed until your deposit is received in full.

### PAYMENTS

Remaining tuition must be received on or before the first day of classes. Students who have not paid their full tuition by the first day of classes will not be allowed to participate in the classes until their payments have been received.

Payments may be made by cheque, e-transfer to [info@ontheoffbeat.ca](mailto:info@ontheoffbeat.ca), credit card or cash, for full tuition plus applicable Registration Fees.

*\*Any cheques returned to OTOB in NSF, or otherwise, are subject to a \$25 processing fee.*

### ATTENDANCE

Students are expected to make a firm commitment to classes and attend all classes and events of the program. Due to the nature of the programming, absences cannot be subject to make-up time or refund of monies for any missed time.

#### Mandatory Final Performance:

Students are expected to work toward and attend the final performance of the camp along with their peers. Final performances are held in an off-site venue. Students are expected to make their own way to and from the venue just as they would for a professional engagement. Transportation will not be provided by OTOB for this event.

### MEALS

Students are to provide their own bag lunches for lunch breaks, water bottles, and any snacks for breaks throughout the day. On the Off Beat Music School will not provide any food or beverage for these times. Tap water is available for all students to fill their water bottles. It is up to the student to come prepared for the activities of the day.

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During breaks, student must stay in the OTOB building, or on OTOB property at all times. Students are not permitted to leave the grounds except with special permission of the course teacher and/or OTOB owners Michael Skinner and Carissa Neufeld. Weather permitting, students may be outside in the OTOB yard and will be supervised by 1-2 OTOB staff at all times.

### **WITHDRAWAL**

Students who wish to withdraw from OTOB Summer Programming must do so in writing via email or a mailed letter a minimum of 10 days prior to the start date of the program in which they are registered. Full tuition minus the deposit and registration fees will be refunded if notice to withdraw is received a minimum of 10 days before the start of the program.

There are no refunds for missed classes once the program has begun.

### **REFUNDS**

Full tuition refund, minus the deposit, is permitted if a student withdraws from OTOB programming 10 days before the start date of the program.

Due to faculty contracts, no refunds will be issued after the program begins.

With reasonable notice, such as a doctor's note due to illness or unforeseen family emergencies, refunds may be issued on a case-by-case basis. Permission must be received from Michael Skinner and/or Carissa Neufeld. The deposit and Registration Fee is not refundable.

## **CODE OF CONDUCT & DISCIPLINE**

The OTOB Code of Conduct sets out expectations of behavior for everyone at OTOB Summer Music Camps and Workshops, including both students and staff. Students are expected to make a strong commitment to our

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Summer Programs and to their fellow students. Students are expected to conduct themselves in a respectful manner as would credit themselves, their schools, their communities, and their families.

Our Faculty is made up of professional musicians who are excited to share their knowledge with OTOB students. In some cases, disciplinary action may be required for the safety and education of fellow students. Our Faculty will operate with the utmost discernment in handling individuals and situations.

Where action may be required by the course instructor, a Warning System will be in effect:

**1<sup>st</sup> Warning** – the disruptive student will receive a warning regarding specific behavior(s).

**2<sup>nd</sup> Warning** – the disruptive student will receive a second warning regarding specific behavior(s), and the parent will be called and informed of the disruptive behavior the student has displayed. The parent will be notified that this is the student's second warning; any further warning will require the student's removal from the class.

**3<sup>rd</sup> Warning** – should the student continue the behavior after the 1<sup>st</sup> two warnings, the student will be dismissed from the class and sent home immediately at their own expense. For those requiring parent supervision or transportation, the parent will be called to come to OTOB and pick up the student immediately. The student will not be allowed to return to classes and will forfeit all fees of their program.

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### CODE OF CONDUCT AGREEMENT:

1. I agree to conduct myself in a manner that is respectful to my school, my community, and my family. I understand and agree to respect On the Off Beat Music School's (hereafter referred to as OTOB) vision, respect others, and to respect the rules of this agreement.
2. I agree to respect OTOB's staff and agree to cooperate with their vision of a successful and enjoyable music camp/workshop for all. Any violent, rude, or aggressive behavior will not be tolerated.
3. I agree to respect OTOB property by not engaging in any stealing or vandalism of OTOB property. I understand that any behavior that demonstrates an endangerment to OTOB property or its students will result in my immediate dismissal from my course without a refund.
4. I agree to show respect for the rights, privacy, and property of others. Any harassment such as unwelcome or unsolicited speech or conduct will not be tolerated. There will be no discrimination of any person(s) at OTOB regardless of their race, religion, color, creed, sex, nationality, origin, sexual orientation, or disability.
5. I agree not to possess or use any alcohol, tobacco, or drugs during the camp (unless prescribed by a physician) or possess a weapon in the OTOB building or on OTOB grounds.
6. I agree to work together with OTOB staff and my fellow students to create an environment of openness and enjoyment for everyone. I will contribute to my classes and be a team player, cooperating, and encouraging the same from others.
7. I agree to take responsibility for my own property including instruments, clothing, music, and other personal items I may bring with me to OTOB. I will not hold OTOB accountable for any loss or theft of my personal belongings.
8. I agree to abide by the Sign In/Sign Out process at the beginning and end of each Camp Day by signing in and out with the Camp Directors, Michael Skinner and Carissa Neufeld. I agree not to leave the OTOB building and grounds without special consent from my parent/guardian.
9. I agree to take responsibility for my own safety at OTOB and will not willingly endanger my fellow students or staff at any time.
10. I understand that if I do not abide by On the OTOB's Summer Camps and Workshops Policies 2019 and Code of Conduct, I will be sent home from my camp at my own expense and without refund.

\_\_\_\_\_  
Student name

\_\_\_\_\_  
Parent Name (if student is under 18yrs)

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Parent signature (if student is under 18yrs)

\_\_\_\_\_  
Date

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### SUMMER MUSIC CAMPS EMERGENCY CONTACT INFORMATION

In case of illness or medical emergency, On the Off Beat will make every effort to make immediate contact with the Emergency Contact or the person designated by me.

Child's Name \_\_\_\_\_ Age \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_

Parent/Guardian Contact Information:

Work Number \_\_\_\_\_ Home Number \_\_\_\_\_

Cell Number \_\_\_\_\_ Other \_\_\_\_\_

Email \_\_\_\_\_

Child's Allergies \_\_\_\_\_

Anything we should know in case of emergency:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Name printed (If student is under 18)

\_\_\_\_\_  
Parent/Guardian Signature (If student is under 18)

\_\_\_\_\_  
Date