



# 2022 - 2023 OTTAWA SUZUKI STRINGS REGISTRATION

Please read through your completed registration form carefully to make sure all the information is accurate. **Please consult with your teacher for the term fee and lesson length before completing this form.** Please note that **there are two places where your signature is required** and one place where your child signs if they are 11 years of age or older. When you have completed this form and submitted your cheques, your registration will be complete. Thank you for taking the time to provide all the information necessary for your child to have a safe and successful year with Ottawa Suzuki Strings.

**Please complete a separate form for each registrant.**

**MAIL FORM & CHEQUES TO JUDY GINSBURG, OSS MANAGING DIRECTOR (FORMS CAN BE EMAILED)**

## STUDENT

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ (MM/DD/YYYY)

Returning Student:    yes     no

Private Lesson Teacher: \_\_\_\_\_ Language of instruction: \_\_\_\_\_

Instrument:    violin     cello     viola     voice     guitar

Weekly Lesson Length (in minutes): \_\_\_\_\_ Term fee: \_\_\_\_\_

Present working piece name: \_\_\_\_\_ Book #: \_\_\_\_\_ Piece #: \_\_\_\_\_

Child's School: \_\_\_\_\_

Student email (if to receive OSS Bulletins in addition to parent): \_\_\_\_\_

## PARTICIPATING PARENT (parent attending the lessons)    OTHER PARENT

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Tel: (home) \_\_\_\_\_ (cell) \_\_\_\_\_ Tel: (home) \_\_\_\_\_ (cell) \_\_\_\_\_

Tel (work): \_\_\_\_\_ Tel (work): \_\_\_\_\_

Occupation: \_\_\_\_\_ Occupation: \_\_\_\_\_

Address: \_\_\_\_\_ Address (if different from participating parent): \_\_\_\_\_

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

Email: \_\_\_\_\_ Email: \_\_\_\_\_

Primary  Secondary     primary  Secondary

*\*Please indicate which email address will be the primary email to which OSS communications should be sent. If both emails should receive communications from OSS, check "Primary" for both. Please use email addresses that are checked regularly.*

## OSS DIRECTORY

To facilitate easy communication between parents and stimulate more ad hoc interaction between families within a group, the *School Community-building Committee* of the OSS Board has suggested that we create and share an OSS directory. I consent to sharing contact information for the OSS Directory.

Email Agree  Disagree  Phone Agree  Disagree

## MEDICAL INFORMATION

Medical conditions: \_\_\_\_\_

Medications: \_\_\_\_\_

*Ottawa Suzuki Strings Ottawa undertakes to treat the information included in this form as confidential. It will only be made available on a need-to-know basis to relevant teachers, chaperones and emergency response personnel.*

## PAYMENT POLICIES

1. The registration form must be signed for the registration to be accepted.
2. There are two payment options: Cheque or Etransfer
  - Cheque: Please make your cheques payable to ***Ottawa Suzuki Strings*** and submit them with your registration form. Term fee cheques should be post-dated per the cheque/ettransfer date shown below.
  - Etransfer: Term fee ettransfers must be received by the cheque/ettransfer date shown below. Please email ettransfers to ***admin@ottawasuzukistrings.ca***
3. Non-refundable Ottawa Suzuki Strings school registration (member fees) are in addition to term fees. The membership fee for all students in one family may be paid as a single cheque or ettransfer.
4. Please select method of payment: Cheque  Etransfer

### REGISTRATION & ADMINISTRATION/MEMBERSHIP FEES:

NEW STUDENTS ONLY	
Cheque dated on date of registration	
1 <sup>st</sup> child	\$80.00
2 <sup>nd</sup> child	\$40.00
3 <sup>rd</sup> child	\$25.00
4 <sup>th</sup> child	no charge

RETURNING STUDENTS ONLY		
	Rec'd by June 30, 2022	Rec'd after June 30, 2022
1 <sup>st</sup> child	\$80.00	\$115.00
2 <sup>nd</sup> child	\$40.00	\$55.00
3 <sup>rd</sup> child	\$25.00	\$35.00
4 <sup>th</sup> child	no charge	no charge

TERM	CHEQUE/ETRANSFER DATE
Term 1 (begins September 5, 2022)	<b>August 22, 2022</b>
Term 2 (begins November 7, 2022)	<b>October 24, 2022</b>
Term 3 (begins January 23, 2023)	<b>January 9, 2023</b>
Term 4 (begins April 3, 2023)	<b>March 20, 2023</b>

5. **REFUNDS:** ***Refunds will not be issued for lessons missed by the student.*** Lessons missed by the teacher will be made up on a schedule mutually acceptable to teacher and student. Lessons missed by the teacher can also be made up by an OSS approved substitute at the regular lesson time/location at the discretion of the private teacher. Teacher time spent at student rehearsals with an accompanist (e.g., before exams, the Kiwanis festival, or solo performances) is considered lesson time, and in particular may be used to make up lessons missed by the teacher.

6. **WITHDRAWAL:** Should a parent decide to interrupt their child's musical studies mid-term, fees for the remaining weeks of lessons in the term are not refunded. ***Parents must provide a minimum of two weeks written notice of withdrawal prior to the start of a new term in order to have their fees for the upcoming term refunded.*** Notice must be submitted to Judy Ginsburg, the Ottawa Suzuki Strings Managing Director, at [admin@ottawasuzukistrings.ca](mailto:admin@ottawasuzukistrings.ca).

7. **NSF PAYMENTS:** All NSF (bounced cheque) payments are subject to a \$25.00 administration fee.

**I HAVE READ, I UNDERSTAND, AND I AGREE TO ABIDE BY ALL OF THE FOREGOING GENERAL STIPULATIONS.**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## PHOTO & VIDEO RELEASE

From time to time, Ottawa Suzuki Strings activities are photographed or filmed for publicity purposes. In the event that the student named above is recognizably depicted in such images, I consent to their use by Ottawa Suzuki Strings in its brochures, web pages, press releases and the like. Names of students are not mentioned.

Agree       Disagree

## GENERAL POLICIES

1. Application for the student named above to participate in the program of Ottawa Suzuki Strings during the 2022 - 2023 school year is made with my consent.
2. I agree not to hold Ottawa Suzuki Strings, its parent volunteers, staff or Board of Directors responsible for any loss, injury or accident incurred by the student named above in connection with participation in classes, rehearsals, performances, or social events sponsored by Ottawa Suzuki Strings. This agreement extends to the Stellae Boreales and Junior Performance Group retreats, to any retreats or workshops scheduled as part of the school year in the National Capital region, as well as the periodic "outreach performances" by Ottawa Suzuki Strings' ensembles in schools, businesses and other venues in the City and region.
3. **CODE OF CONDUCT:** Ottawa Suzuki Strings strives to provide its students with a safe and secure environment, and one that is conducive to a productive and enjoyable learning experience. Students are expected to respect Ottawa Suzuki Strings' Code of Conduct. Parents are ultimately responsible for the behaviour of their minor children and are expected to help them understand and respect Ottawa Suzuki Strings' Code of Conduct.
  - a. **Attendance:**
    - Players are expected to be at all rehearsals and performances. Although unforeseen absences due to illness or family emergency are unavoidable, members must make every effort to inform the conductor or group class teacher of anticipated absences as far in advance as possible.
    - Parents of students under 11 years of age must generally be present at all private lessons and all group and enrichment classes. In cases where two or more children in the same family have classes at the same time, or where an OSS activity (such as volunteer activity) means that the parent cannot be present, then a parent attending the class must specifically be asked to take responsibility for the child, particularly in the case of an emergency evacuation, or, for example, should the child need to be accompanied to the bathroom. The parent must ensure that the Group Class rep knows where they can be found.
  - b. **Punctuality:**

Players should arrive for scheduled rehearsals and performances in plenty of time to set-up, tune-up and psych-up. For most players, this will mean arriving for rehearsal at least 15 minutes early and being ready for the class to begin 5 minutes before the start. Conductors/teachers will normally set an earlier arrival time for performances.

**c. Behaviour:**

- Students will conduct themselves in a manner that contributes to a safe and nurturing environment, conducive to a productive and enjoyable learning experience.
  - Fellow students, teachers, and parent volunteers are to be treated with respect and courtesy at all times.
  - Aggressive or provocative behaviour will not be tolerated. Players are to be attentive to the directions of their coach or teacher during rehearsals, and to exercise self-control before and after group classes or rehearsals and during breaks so as not to disturb others.
  - Students will not engage in “rough-housing,” malicious pranks or other activities that endanger their own safety or that of their fellow students.
  - Parents of a child engaging in disruptive behaviour should remove their child from the class until the child has agreed to behave properly.
4. **PROPERTY:** Students must show due regard for the property of Ottawa Suzuki Strings, the facilities used for rehearsals and performances, and the personal effects of other students. In particular, they must not touch the violins of other students without their permission. Students, or the parent/guardian of students younger than 18 years of age, will be held financially responsible for willful property damage.
5. **CONTROLLED SUBSTANCES:** The consumption of alcohol or other controlled substances by the student while participating in OSS activities will be grounds for expulsion from Ottawa Suzuki Strings.
6. **RESOLUTION:**
- Behaviour contrary to this Code will first be brought to the student’s attention by the relevant teacher, chaperone or parent volunteer. If such behaviour continues, if the student is younger than 18 years of age, the Duty Officer will contact the student’s parent or guardian. Serious or repeated breaches of the Code will be referred to the Board and may be cause for expulsion from Ottawa Suzuki Strings.
  - I have read and understood Ottawa Suzuki Strings’ Code of Conduct above. Furthermore, I agree to indemnify Ottawa Suzuki Strings and assume all responsibility for any damage to property or persons resulting from any breach of the Code.
7. **RECORDINGS:** Ottawa Suzuki Strings’ performances are sometimes recorded and the resultant CDs or DVDs made available for either purchase or distribution. I consent to such use of recordings of any Ottawa Suzuki Strings sponsored performance in which the student named above may take part. I further acknowledge that the student waives any claim to copyright in any part of any such recording, and waives any claim to any royalty or other financial consideration based on such participation.

**I HAVE READ, I UNDERSTAND, AND I AGREE TO ABIDE BY ALL OF THE FOREGOING GENERAL STIPULATIONS.**

**Signature of Parent (or student if over 18):** \_\_\_\_\_

**I HAVE READ, I UNDERSTAND, AND I AGREE TO ABIDE BY THE CODE OF CONDUCT.**

**Signature of student if 11 years of age or older:** \_\_\_\_\_

## REGISTRATION CHECKLIST *(please submit with registration form)*

- Term Fee and lesson length confirmed by teacher
- Completed and **signed** registration form for each child
- A completed Volunteer Commitment Form (one per family) and A SEPARATE cheque for \$150 dated **June 1, 2023** (see Volunteer Commitment Form for details).
- A SEPARATE cheque or etransfer for your **registration fee** (may include all family members in one cheque/ettransfer).
- Post-dated cheques for all four terms (if you are paying by cheque).  
Cheques written out to **Ottawa Suzuki Strings**.  
Please ensure that the dates and amounts on the post-dated cheques are correct (including the year).

### MINI-SURVEY:

#### How did you learn about Ottawa Suzuki Strings?

- Website
- Facebook
- OSS students performing in community
  - Please describe where in community

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- By word of mouth
  - Hands on instrument fairs in the community (Formerly known as “Instrument Petting Zoo”)
    - Please describe where in community

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- Other (please describe) \_\_\_\_\_

**How many extracurricular activities (dance, piano, sports, Scouts/Girl Guides, etc.) is your child involved in? Please list.**

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