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1201 S. Broadway St., Unit 100  
Carrollton, TX 75006  
(214) 326-0831  
info@larkmusicloft.com

## Studio Policy

### About Lark Music Loft

Lark Music Loft is a local family-owned music studio located in the heart of downtown Carrollton, Texas. Housed in the historic Woody Building on the charming town square, Lark boasts five well-appointed studio rooms, including a group piano lab, a dedicated group room, and a deluxe studio with a baby grand piano. Studio offerings include private lessons, instrumental group classes, early childhood music education, and performance and outreach opportunities. All of our teachers hold a minimum of a bachelor's degree in music and bring robust teaching and performing experience to the classroom.

Owned and operated by Michelle Perrin Blair, D.M.A., Lark was named for the western meadowlark because of its sweet song and bold colors. At Lark, we believe that just as every bird has a song, every person has a musician living inside of them. We aim to inspire music lovers of all ages and cultivate an engaged arts community.

## Policies & Procedures

### Registration: Private Lessons

Private lessons are offered for piano, guitar, violin, voice, flute, and percussion.

Lessons are offered year-round, typically scheduled weekly, for up to 48 lessons total per year. To register, follow the steps outlined below.

1. Complete an online registration form: [SIGNUP PAGE | Lark Music Loft](#)
2. Check your email for communication from the Studio Director or Assistant Director with next steps.
3. After your free trial lesson, check your email for instructions for logging into your My Music Staff portal (where all scheduling, billing, etc. takes place).
4. Pay Materials Fee (\$120 every 9/1; prorated by \$10 monthly after that). Pay your first tuition payment (due the 1st day of every month).
5. Communicate with the Assistant Director regarding your weekly lesson schedule.
6. Put your first lesson on your calendar, and get excited!

### Registration: Group Classes

Group classes are offered for piano, drum circle, and Music Together (early childhood music, ages 0-8). To register, follow the steps outlined below.

1. Complete an online registration form: [SIGNUP PAGE | Lark Music Loft](#)
2. Pay Registration Fee (\$50). Your first tuition payment will be due on the 1st day of the month during which you will start classes.
3. Check your email for communication from the Studio Director or Assistant Director, which will verify your enrollment and class schedule.
4. Pay monthly fee for the duration of the session:
  - a. Group Piano (\$125/mo): Fall semester; Spring semester.
  - b. Drum Circle (\$125/mo): Fall semester; Spring semester.
  - c. Music Together: Mixed Age Class (ages 0-5) and Rhythm Kids (ages 5-8):
    - i. \$35/class/student (monthly fee varies based on number of classes in a session)
    - ii. \$50 Registration Fee per family; \$35 for returning families

## Schedule

Lark Music Loft closes four weeks out of the year, Thanksgiving (11/24-30), Christmas/New Year's (12/22-1/4), and Spring Break (3/17-21). The studio remains open for every other bank holiday. The complete Studio Calendar is available on the Students [page](#) of the Lark website.

## Trial Lessons

Each student is allotted one free trial lesson per instrument or class type. After the trial lesson, two action items are due prior to the first fully enrolled lesson:

1. [Download](#), sign, and return the Studio Policy Acknowledgement and Media Waiver document to the Assistant Director ([asstdirector@larkmusicloft.com](mailto:asstdirector@larkmusicloft.com));  
and
2. Pay first invoice in full.

## Attendance Expectations

Students are expected to attend every scheduled lesson (make-up policy below). Progress in private lessons in particular requires outside practice and preparation between lessons. Parent/guardian attendance in lessons is up to the discretion of the teacher. Parent/guardian participation is required for the Music Together Mixed-Age Class (ages 0-5).

## Make-up Lessons

Lark Music Loft maintains a no make-up lesson policy. This policy serves to protect teachers' time and facilitate efficient scheduling in the studio. Students will not receive a make-up lesson for any type of absence. If a teacher misses/cancels for any reason, a make-up credit will automatically be issued in My Music Staff, and a replacement lesson will be scheduled at a mutually agreed upon time between the teacher and student.

If the studio is closed due to inclement weather, natural disaster, or emergency, make-up lessons will not be held for the day of closure.

The exception to the above make-up policy is for Music Together classes. For each Music Together 10-week session, registrants are allotted three make-up classes.

## Performances

Two formal recitals are held throughout the year (December and May). Students who are enrolled in Private Lessons are expected to perform at these events; Group Lesson students are encouraged to perform. Parents/guardians (and other family and friends) are encouraged to attend.

In addition, our “Round Robins” (family open mic nights) are held the last Saturday of every month, 4-5pm in the studio; these are optional casual performance opportunities, open to all Lark students.

## Tuition & Fees

### Tuition

Tuition is billed month-to-month, and each invoice is due on the first day of the month. Each month's payment is the same, regardless of the number of lessons that occur in that month; our pricing model takes these calendar variations into account. Invoices will be sent via email through My Music Staff, and are also accessible through the My Music Staff student/parent [portal](#). Invoices may be paid online by credit card (we do not charge credit card fees) or PayPal; or in person by cash or check. Cash payments cannot be left in the mailbox; they must be handed directly to the teacher.

If a student chooses to withdraw from lessons/classes mid-month, they can choose to complete the lessons for which they have already paid, or not. Either way, a refund will not be granted for that month. However, with the start of the next month, no further commitment is required.

If payment is not received by the 15th of a given month, lessons will be suspended until that student's account is paid in full.

Complete Pricing Details are available on the Students [page](#) of the Lark website.

## Private Lessons

<u>30-minute weekly lessons</u>	<u>45-minute weekly lessons</u>	<u>60-minute weekly lessons</u>
\$180/month	\$243/month (10% off)	\$299/month (17% off)
<p>Materials Fee of \$120 assessed per student every 9/1. This fee is prorated by \$10 off for each subsequent month. The Materials Fee covers the student's books and materials for the duration of the academic year (Sept - August). No part of the materials fee will be refunded for any reason.</p>		

## Group Classes

<u>Drum Circle</u>	<u>Group Piano/Guitar</u>	<u>Music Together (ages 0-8)</u>
60 mins/week	60 mins/week	45 mins/week; 10-week sessions
\$125/month	\$125/month	\$115/month
\$50 Registration Fee/student/semester	\$50 Registration Fee/student/semester	Registration Fee/family: \$50 new; \$35 returning.

## Discounts

<u>Auto-Pay Monthly</u>	<u>*Quarterly Payments</u>	<u>*Annual Payments</u>
2.5% off	5% off	10% off
	Due 9/1, 12/1, 3/1, 6/1	Due 9/1
<p>*The Quarterly and Annual Discounts apply to Private Lessons only.</p>		
<p><u>Birdsong Buddies – Referral Program &amp; Sibling Discount</u></p>		
<p>Refer a friend, and get 1 month tuition free! Your friend just needs to write your name in the “How did you hear about us” field on their registration form.</p>		

## Code of Conduct

Students, teachers, and parents/guardians are expected to conduct themselves in a way that is respectful of all Lark Music Loft personnel at all times. Disruptive, disrespectful, or mean-spirited behavior will not be tolerated. Behavior that threatens the safety of any student, parent/guardian, or teacher will be immediately removed. This includes all Lark lessons, classes, performances, events, activities, and social media interactions/outlets.

All teachers of Lark Music Loft are contractually obligated to submit to a background check prior to being hired.

Be cautious and pay attention around instruments, and respect the property of others and of the studio. Lark Music Loft and its teachers are not liable for any damage caused to student instruments while on the premises. Lark Music Loft and its teachers are not liable for any damage caused to the building or studio property by a student or parent/guardian.

Students and parents/guardians are expected to silence their cell phones and devices while in lessons/classes. Cell phones are not permitted to be around the student's seat during a lesson/class.

An infraction of the Lark Music Loft Code of Conduct may result in immediate termination of lessons with no refunds. Such infractions include but are not limited to:

- Engaging in undisciplined behavior or illegal activities during Lark sessions; these include but are not limited to vandalism, theft, or the use of illegal substances;
- The possession of a weapon;
- Bullying or harassing others in the studio or online.

## Harassment Policy

### Policy

Lark Music Loft does not tolerate any inappropriate behavior or contact toward its students, faculty, parents/guardians, or any other individuals associated with the studio. Inappropriate behavior or contact includes, but is not limited to, physical, mental, verbal, or sexual harassment of any kind.

### Complaint Procedure

If you believe you have been subjected to conduct that violates this policy, or witnessed any such conduct, or otherwise have reason to believe any such conduct has occurred, you must, as soon as possible, report the incident(s) to the Studio Director or other member of the faculty.

As soon as a harassment/bullying incident is reported to a Lark representative, the following procedure will be enacted:

1. The Lark representative notifies the Studio Director.
2. The Studio Director notifies the parent(s)/guardian(s) of the student(s) involved in the form of a letter. If another faculty member is involved in the incident, that employee will receive a copy of the letter.
3. The Studio Director facilitates an in-person meeting with some combination of the student(s), his/her parent(s), and appropriate faculty member(s). The individuals present at such a meeting will be decided on a case-by-case basis, in consultation with the involved student(s)'s parent(s)/guardian(s).
4. A written report of the meeting will be drafted by the Studio Director, signed by any other faculty member(s) present, and forwarded to the parent(s)/guardian(s) involved for approval and signature. This report will include any recommendations for disciplinary action, as described in the "Consequences" section below.
5. The written report will be filed in a locked cabinet in the Studio Director's office.

Lark Music Loft will promptly investigate all allegations of harassment and take appropriate corrective action where warranted. To the extent possible, Lark will

maintain the confidentiality of all information related to the complaint and investigation.

### Consequences

If a complaint is found to have merit, appropriate corrective action will be taken. Such action may include immediate discipline, up to and including termination of employment or removal of the individual from all Lark programs. If warranted, including where required by law, information will be turned over to the appropriate authorities.

### Staff Contacts

#### **Lark Music Loft**

1201 S. Broadway Street

Unit 100

Carrollton, Texas 75006

[info@larkmusicloft.com](mailto:info@larkmusicloft.com)

#### **Owner and Studio Director: Dr. Michelle Perrin Blair**

(214) 326-0831

[michelle@larkmusicloft.com](mailto:michelle@larkmusicloft.com)

#### **Assistant Director: Ms. Kailey Braff**

[asstdirector@larkmusicloft.com](mailto:asstdirector@larkmusicloft.com)