



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, viola, voice,, and drums. Lessons are offered year-round, typically scheduled weekly, for up to 48 lessons total per year.

To register, follow the steps outlined below.

1. Book a free trial lesson online: [Lark Music Loft](#)
2. After your free trial lesson, check your email for instructions for logging into your Opus1.io portal and enrolling in ongoing lessons.
3. Pay Materials Fee (\$120 annually). Pay your first tuition payment (due the 1st day of every month).
4. Put your first lesson on your calendar, and get excited!

Registration: Group Classes

Group classes include Group Piano, Group Guitar, Music Video Lab, Music Together, Canta y Baila, and Rhythm Kids. To register, follow the steps outlined below.

1. Book a free trial class online: [Self Booking - Lark Music Loft](#)
 - a. To book a free trial class, select "Free Trial Class" from the Pick Your Payment Plan drop-down menu at checkout.
2. After your free trial class, check your email for instructions for logging into your Opus1.io portal and enrolling in ongoing classes.
3. Pay Registration Fee (\$50). Pay your first tuition payment (which will be prorated if you're starting mid-month).
4. Put your first class on your calendar, and get excited!

Schedule

Lark Music Loft closes four weeks out of the year, Thanksgiving (11/22-28), Christmas/New Year's (12/20-1/2), and Spring Break (3/14-20). 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 in your portal prior to the first fully enrolled lesson:

1. Accept terms and conditions.
2. Upload payment method for auto-pay.

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 and Canta y Baila Conmigo (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/classes will not be held for the day of closure.

The exception to the above make-up policy is for group classes. For each group class session/semester, registrants are allotted three make-up classes. Make-up credits expire at different times, based on the terms and conditions of that class. Students can self-cancel and self-book themselves into make-up classes in their portal.

Pausing, Canceling, and Resuming Lessons

There is no fee to pause, cancel, or resume lessons. If you wish to take any of these three actions, simply email Assistant Director Kailey Braff at asstdirector@larkmusicloft.com, and she will update your account accordingly. Once you have paused or cancelled lessons, you may choose to complete the remaining

sessions in that month or not; either way, no refund for unused lessons/classes will be given. No part of the Registration Fee (group classes) nor Materials Fee (private lessons) will be refunded for any reason.

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 class students are encouraged to perform. Parents/guardians (and other family and friends) are encouraged to attend. Admission is free of charge.

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 a flat fee, 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. All enrollees/account managers are required to upload a valid payment method to their Opus1.io portal for auto-pay.

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>
\$184/month	\$248/month (10% off)	\$305/month (17% off)
Materials Fee of \$120 assessed per student every year. The Materials Fee covers the student's books and materials for the duration of the year. No part of the materials fee will be refunded for any reason.		

Group Classes

<u>Music Video Lab</u>	<u>Group Piano/Guitar</u>	<u>Early Childhood Classes (ages 0-8)</u>
60 mins/week; 6 weeks	60 mins/week	45 mins/week; 11-week sessions
\$199 total	\$129/month	\$380 for 11 weeks
\$25 Registration Fee/student/semester	\$50 Registration Fee/student/semester	\$50 Registration Fee/family

Discounts

<u>Birdsong Buddies</u>	<u>Sibling Discount</u>	<u>Other</u>
\$95 off your invoice for every friend you refer who enrolls in a minimum of one month of lessons/classes	10% off, recurring	We frequently run sales, discounts, and specials. Follow us on social media to find these sales.

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.

Lark families are given a front door access code upon enrollment. This code is only active during regular business hours. Families are expected to use this code to access the building only when they have a scheduled lesson or class, and to not share their code with any other individuals.

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

Owner and Studio Director: Dr. Michelle Perrin Blair

(214) 326-0831

michelle@larkmusicloft.com

Assistant Director: Ms. Kailey Braff

asstdirector@larkmusicloft.com

Marketing Manager: Ms. Heather Mincieli

info@larkmusicloft.com

Spanish Liaison: Mr. Hector Torres

214-307-2481