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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 on piano, guitar, violin, and percussion. Lessons are offered year-round, for 48 lessons total. 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, which will include instructions for logging into your My Music Staff portal (where all scheduling, billing, etc. takes place).
3. Pay registration fee (\$120). The first tuition payment will be due 9/1.
4. Communicate with Studio Director regarding weekly lesson schedule.
5. Put your first lesson on your calendar, and get excited!

Registration: Group Classes

Group classes are offered for piano, drum circle, and early childhood music. 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, which will verify your enrollment and class schedule.
3. Group Piano and Drum Circle:
 - a. Pay flat fee of \$125/month for the duration of the session.
 - b. 16-week fall semester session; 16-week spring semester session
4. Early Childhood Music and Movement Mixed Age (0-5yrs) Class:
 - a. Pay flat fee of \$115/month (per student) + one-time \$50 registration fee per family
 - b. 10-week fall session (October-December); 10-week winter session (January-March); 10-week spring session (March-May)

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 some of the early childhood music classes (that information will be available on the registration form.).

Performances

One or more formal recitals will be scheduled throughout the year. Student performances at these events are required, and parent/guardian (and other family and friend) attendance is highly encouraged. Informal community performances may be scheduled by a teacher for their own studio.

Field Trips

Every group class (except early childhood) comes with at least one field trip per session. These field trips are optional but highly encouraged. Travel to the field trip site is not organized by the studio. Field trip expenses are calculated into the cost of the group class; additional expenses incurred by the student will not be reimbursed.

Tuition & Fees

Tuition

Tuition is billed month-to-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. Tuition for a given month is due upon the first lesson of that month. If a student chooses to withdraw 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.

Private Lesson Tuition (48 lessons/year)

Lesson duration	Monthly flat fee
60 minutes	\$324.00
45 minutes	\$243.00
30 minutes	\$180.00

Registration Fee

When a student registers for private lessons, a \$120 registration fee is billed in addition to tuition. This fee covers lesson books, materials, and supplies for the entire year. The early bird registration special (register before June 15, 2023) includes a discounted fee of \$100.

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 for any reason, a make-up lesson will be scheduled at a mutually agreed upon time between the teacher and student.

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

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