



Studio Policies Summer 2022

Thank you for joining Skylark Music School! We are glad you are here, and look forward to making music with you. Please take a moment to review the following policies. If you have any questions now, or at any time, please don't hesitate to contact us at **917-981-8456** or info@skylarkmusicschool.com.

Studio Location & Hours

We offer lessons in our North Chapel Hill Studio (1129 Weaver Dairy Rd. #AF, Chapel Hill, NC 27514) or on Zoom.

Lessons are available from 3-8pm Tuesday-Thursday in the summer. Each instructor will set their own hours and maintain those hours throughout the term. Once the schedule has been set, it can be difficult to adjust, so please choose a time that will work well around other commitments.

Tuition & Fees

Each Summer Session will include **5 lessons at your chosen time, and all necessary materials.**

Summer A tuition is due **June 1st** and Summer B tuition is due **July 1st**. Summer tuition is non-refundable.

If you are a new to the studio, there is a registration fee of \$25, due upon receipt of your registration.

	30 Minutes	45 Minutes	60 Minutes
Summer A (June 13-July 15)	\$200	\$275	\$380
Summer B (July 18-August 19)	\$200	\$275	\$380

To pay your tuition:

1. **Pay online with Coinhop** - contact us to set up automated monthly payments via Bank Account or Credit Card.
2. **Mail a check, payable to Skylark Music School to 200 Trellis Court, Chapel Hill, NC 27516**

Teachers may not accept payments at your lesson.

Please arrange for your tuition to be paid on time using one of the methods above.

There will be a 5-day grace period each month, after which time a \$20 late fee will be charged to your account. If you have questions or extenuating circumstances, please contact us *before the end of the grace period* to discuss them. Repeated late payment will result in dismissal from the studio.

There will be no refund of tuition for any reason. If you choose to terminate your contract, you must provide written notice at least 30 days in advance.

Student rescheduling & Make-ups

Your monthly tuition payment guarantees **instructor availability at your student's regularly scheduled lesson time.**

If you need to miss a lesson for any reason, we ask that you fill out a cancellation form in advance. This form can be found attached to your lesson reminder, and is also available in your student portal.

In the case of a missed lesson you may:

- Submit a video of your most recent practice assignment, due within 48 hours of your originally scheduled lesson, so your teacher can provide feedback and help prepare you for your next lesson. Instructions for how to submit a video are available in your Current Student Portal.
- Ask for a "teacher's choice" packet from your teacher for the day. This may include things to watch or listen to, musical enrichment activities, or other assignments.

No-call no-show's are not eligible for make-up credit for any reason. More than two such absences in a semester will result in potential dismissal from the studio.

Teacher Cancellations

All lessons canceled by an instructor for any reason will be made up as soon as possible. It is the instructor's responsibility to contact you regarding available make-up times, and to negotiate a time that will work for your schedule.

Inclement Weather

In the case of studio closure for inclement weather, lessons may be made up by video submission or teacher's choice as outlined above.

Covid 19 Policies

We are currently offering lessons both online via Zoom and in-person with preventative measures in place. All of our staff are fully vaccinated; since we are working with members of our community who are too young to have been vaccinated, we will follow the following procedures for in-person lessons.

- All staff have been fully vaccinated and will be masked at all times.
- Students will be masked at all times.
- Students and Staff will wash hands prior to the start of each lesson.
- Portable HEPA air purifiers may be used by staff for the duration of each lesson.
- Any student who has symptoms of illness will submit a video makeup in lieu of an in person lesson.
- Families who have a positive COVID-19 test will notify Skylark Music School immediately to follow contact tracing measures.

We reserve the right to update these policies as needed, as the Covid-19 pandemic continues to evolve.

Contract Termination

There will be no refund of tuition for any reason. If you choose to terminate your contract, you must provide written notice at least 30 days in advance, and the prorated balance of your registration fee will be refunded. Families who terminate their study with fewer than 30 days notice are not eligible for partial refund of their registration fee.

Skylark Music School reserves the right to terminate your contract for any violation, including but not limited to:

- Repeated failure to pay tuition in a timely manner
- Repeated absence from lessons without notice
- Failure to adhere to studio policies as listed in this document, or as requested via email
- Disruptive or disrespectful behavior by a parent or student that can not be resolved
- Repeated insufficient practice between lessons

Parent & Student Conduct

All members of the studio are expected to treat one another with respect. If you feel that you or your student have been treated disrespectfully, please contact info@skylarkmusicschool.com immediately.

Students are expected to practice in between their lessons. Our suggestion is that a student practices approximately two times the length of their weekly lesson duration throughout the week (30 minute lesson = 1 hour of practice time/week or 10-15 mins/day). Short, frequent practice sessions are highly preferable to long, infrequent sessions. Parental assistance may be required to help students understand their assignment, as written by their teacher each week, or to sit down and help them practice in the early stages. If you are unsure of your student's practice assignment or your role, please reach out to your instructor for clarification.

Release of Liability and Acceptance of Terms

As the legal parent, guardian, or student over 18 years old, I acknowledge that I have read and agree to these policies. Furthermore, I release and hold harmless Skylark Music School, its owners and operators from any and all liability, claims, demands and causes of action whatsoever, arising out of or related to any loss, damage, illness or injury that may be sustained by the participant and/or the undersigned, while in or upon the premises or any premises under the control and supervision of Skylark Music School.

This document has been e-signed as a part of your registration, and such signature is considered binding to all terms listed herein.