



## Luna Performing Arts Policies

### **Tuition**

Full Tuition, Registration Fee payment is required at time of enrollment. Tuition can be paid in full by semester or annually. There will be a \$5 fee for declined cards and a \$40 fee on checks returned for “insufficient funds”.

### **Sibling and Multi-class Discount**

5% discount for siblings, 10% discount offered for 2<sup>nd</sup> class of the same student.

### **Flexible Scheduling for Grown Up & Me /Children 2 years old & under**

Luna Performing Arts believes in nurturing and encouraging our youngest dancers to explore and discover their interests. For registered students 2 years old and under, students have the choice of staying with the same weekly class or choosing another class the following week. If you plan to have your child attend another class instead of his/her registered class, you must give 24 hour notice to Luna Performing Arts Studio Coordinator/director by emailing [studio@lunaperformingarts.com](mailto:studio@lunaperformingarts.com) or calling (347)778-5267

### **Registration Fee**

There is a one-time \$25 registration fee per new student.

### **Payment Methods**

Tuition and Fees can be paid by credit card (Amex, Visa or Mastercard), Zelle®, or check made out to “Luna Performing Arts, LLC”. There will be a 3% charge added to tuition and fees when using a credit card.

Payment by check: please fill out the online form, leave payment information blank and indicate in the comments field that you will pay by check. Checks should be mailed to:

Luna Performing Arts, LLC  
51 Murray St, LL1  
New York, NY 10007

## **Class Cancellations**

Luna Performing Arts reserves the right to cancel a class as a result of insufficient registration. A full refund, including registration fee where applicable, will be provided in this case.

Luna Performing Arts will follow the NYC Public School calendar for closings related to bad weather. Luna Performing Arts will not be held accountable for extreme weather or other unforeseen events and will not provide a refund or credit for classes canceled in the case of these events.

## **Refunds**

Refunds for SEMESTER tuition will be given if you withdraw PRIOR to the third scheduled class. Refund amount will be the remainder of scheduled classes (First and second class will be charged). There will be a \$30 cancellation fee.

**Withdrawals must be made with at least 24 hours notice prior to your third class start time to avoid being charged for the class.** There are no refunds or credits for classes dropped once the third class takes place. If you withdraw from a class before the 1st class takes place, you will be responsible for \$50 withdrawal fee per class. Registration fee is not refundable.

## **Lost or Stolen Properties**

Luna Performing Arts is not responsible for lost or stolen items at the studio.

## **StoryTime & Movement /Grown Up & Me**

A parent or caregiver must accompany students in the studio for the duration of the class. No siblings or babies are allowed in class; adults need to be fully available to assist the students during the class.

## **Trial Classes**

Luna Performing Arts provide students an opportunity to participate in a class before registering. This class is considered a Trial Class. One free trial class is offered to new students.

## **Make Up Classes**

Students are entitled to 4 make-up classes per semester in which they are registered. Students who have paid the annual tuition in full, are entitled to make-up classes by the end of the school year. You may not use make-ups to enroll in a new class.

## **Photo /Video**

In registering your child, we have your permission to use class or performance photos/videos in connection with all programs for promotional / advertising / website materials. I authorize Luna Performing Arts, its assigns and transferees to copyright, use and publish the same in print and/or electronically.

If you object, please submit your objection in writing at the time of registration. Parents may only take photos of their own child during class.

Video recording of classes is not permitted, unless granted consent from Luna Performing Arts staff.

### **Responsibilities of Parents & Guardians**

- ❖ Any medical, physical or emotional needs your child may have should be discussed before enrolling your child so that Luna Performing Arts teachers can help develop a curriculum to better fit your child's individual needs. Please contact our studio coordinator/director to facilitate this process.
- ❖ Students should arrive no more than 5-10 minutes prior to the scheduled time for their class to avoid congestion in Luna Lounge Area (common area).
- ❖ Children should never be left unattended in the hallway, dressing room, bathroom or stairwell under any circumstances. A guardian should always be with children under the age of 5 years old.
- ❖ If you plan to leave the building while your child's class is in session please notify the studio coordinator/teacher and be sure to be back prior to the end of the class so that your child is not left unattended.
- ❖ Children are welcome to play in the lounge area, but children, parents or guardians are responsible for cleaning up before leaving the building. NO rough play is allowed, running, jumping, tumbling, yelling, etc...
- ❖ NO children are allowed in the studio without a teacher present at any time.

### **Costume and Recital Fees**

Costume and Recital Fee are not included in tuition. Costume and Recital information to be determined.

## **DRESS CODE**

### **All Classes**

Hair away from face and limited Jewelry. No Jeans. No Chewing Gum.

### **Ballet**

Girls: Leotard, tights, ballet slippers. Tutus optional.

Boys: t-shirt or tank top and comfortable leggings/pants. Ballet Slippers

### **Jazz**

Leotard, tights or comfortable leggings/pants. Tan or black jazz Shoes.

### **Hip Hop**

Girls & Boys: T-Shirt, Tank Top, or Leotard. Comfortable leggings/pants. Jazz Shoes or indoor sneakers (do not wear outdoor shoes).

### **Combo Classes (Ballet/Jazz)**

Girls: Leotard and Tights. Tutus optional. Ballet Slippers or Jazz Shoes.

Boys: T-shirt or tank top and comfortable leggings/pants. Ballet Slippers and Jazz Shoes.

**Chinese Dance**

Girls: Leotard and Tights. Ballet Slippers.

Boys: t-shirt or tank top and comfortable leggings/pants. Ballet Slippers or Jazz Shoes.

**StoryTime & Movements/Grown Up & Me**

Comfortable clothing to move in for adults and children.