



OVER<sup>THE</sup>TOP  
ACADEMY OF DANCE

SEASON 21

**FAMILY &  
STUDENT  
HANDBOOK**

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# WELCOME!

## ***A Letter From Our Leadership Team***

We are so excited to welcome you to our 21st Season here at Over The Top Academy of Dance! This year we have officially added a new tool that will help with all general OTT Communication. What is that new tool? You're reading it now – our new **Family & Student Handbook**. This is the key to staying in the know on Over The Top's general information that stands throughout the whole year.

As you might be able to see from our website and course offerings, our studio is filled with classes, events, drop-ins, and so much more! We do our best to be sure we keep all families up to date on what's going on at the studio. We reach out in multiple different ways such as emails, texts, and posting on our social media (**@overthetopacademyofdance**). But we wanted to take the next step forward by giving you a physical guide to our season and our studio operations. We are hopeful that this gives clarity and understanding throughout the year, and is always something families can refer back to.

We highly suggest reading this with your student, and any other guardians that are involved in your student's journey here at Over The Top! Being sure every part of your team at home is in the know, will lead to success in the studio. This handbook will contain not only information about **Recitals, Drop-Ins, Schedules**, etc., but will also cover our **Policies** (payments, uniforms, classroom expectations, etc.).

As always, this handbook is posted on our website, under our **Students Page (overthetopdance.com/students)**. This page will have continuous up to date information about any schedule changes, drop-in classes, sign-ups, schedules and so much more. Our email is always open for questions, but we highly encourage families to check for the answer here first.

**Let's have fun in the year 21!**

–

**Jennifer Smith, Ajamu Bernard, and Phoebe Dawson**

# CALENDARS

## PAYMENT SCHEDULE

**September - November**

**(09/6 ~ 10/4 ~ 11/1)**

Monthly Tuition

**December**

**(12/6)**

Monthly Tuition + Holiday Recital Fee (\$45)

**January - April**

**(01/3 ~ 02/7 ~ 03/7 ~ 04/4)**

Monthly Tuition + February Tap Week (TBA)

**May**

**(05/2)**

Monthly Tuition + Spring Recital Fee (\$65)



**SCAN TO  
SUBSCRIBE TO  
OUR GOOGLE  
CALENDAR!**

## IMPORTANT DATES

### SEPTEMBER

- **First Day Of Classes**

- *September 9*

### NOVEMBER

- **Thanksgiving Break**

- *November 27 - December 1*

### DECEMBER

- **Holiday Recital**

- *December 14*

- **Holiday Break**

- *December 16-January 5*

### FEBRUARY

- **Tap Week**

- *February 2-7*

- **All Black & Excellent**

- *February 6*

### MARCH

- **Opening Number Audition**

- *March 16*

### MAY

- **Pre-K Ballet Production Dress Rehearsal**

- *May 20*

- **Final Dress Rehearsal**

- *May 23*

- **Spring Recital**

- *May 24*



# **POLICIES, RULES, TERMS & CONDITIONS**

## ***Payment Policy & Procedure***

### **REGULAR DANCE SEASON**

Tuition is for the whole year and is split into monthly payments September-May. All Monthly Tuition is charged on the first Friday of each month. Any additional charges (Recital fees, Tap Week, etc.) will be notified ahead of time via Monthly Newsletter, and Season Calendar.

Families are given a one week grace period, To complete their payment. If payment is not completed by 12:00pm the following Friday, a \$25 late fee will be applied to the account.

In order for students to perform in either the Holiday, or Spring recital, all balances must be settled 2 days before recital. If the balance is not settled, the student will not be able to perform in Recital.

**ALL MONTHLY TUITION PAYMENTS ARE FINAL.**

### **SUMMER CAMPS**

- ***Summer & Dance Camp***

- Tuition must be fully paid by the third week of Summer Camp. If tuition is still not paid by the third week, a late fee of \$25 will be added to the account and the student will not be allowed to participate until the balance is settled.

- ***Summer Theatre Camp***

- Tuition must be fully paid by the end of the first week of Summer Theatre Camp. If tuition is still not paid by the first week of Summer Theatre camp, a late fee of \$25 will be added to the account. If tuition is not settled by the Monday of the second week of camp, the student will be moved from the show and be added to stage crew.

**ALL TUITION PAYMENTS ARE FINAL.**

## ***Makeup Class & Refund Policy***

Due to our monthly tuition payments being final, missed and/or canceled classes will not result in make-up classes, prorated tuition or refund. No refunds for classes missed including scheduled holidays.

Even though makeup classes are not required, teachers may still offer a makeup option. If you are not able to make it to the

### ***Makeup Class & Refund Policy (cont.)***

makeup class, you are not eligible for a refund or prorated tuition.

**Please note: You are responsible for payment for your student's classes WHETHER OR NOT YOUR STUDENT ATTENDS CLASS** until the time you notify the staff VIA WRITTEN NOTICE.

### ***Drop Class Policy & Procedure***

**PARENTS MUST NOTIFY THE SCHOOL VIA WRITTEN NOTICE TO REQUEST TO DROP A STUDENT FROM CLASS.** Only a written notice via email, regular postal mail or hand delivered to our front desk will be acceptable.

Once you have notified the school to request your student to drop from the class, parents are **required** to fill out an EXIT SURVEY. This Exit Survey is required to complete the drop process. Your student is not officially dropped from the class until this survey is completed and their status in iClassPro has officially changed to "DROP."

In order to avoid the monthly tuition charge, all Drop Requests must be submitted before Monthly Tuition is pulled on the first Friday of the month. (Ex. Jane requested to drop their student from their course on October 15. Jane will not be refunded October's tuition, but will no longer be charged after October.)

**PLEASE NOTE:** Please do not rely on your student to verbally let us know that they will no longer be attending classes. If a student is absent for 30 days, that student's account will still be charged for the 30 days missed and dropped from the class. This charge will be for holding the student's place in that class instead of offering that place to one of the many on a waiting list.

### ***Classroom Expectations***

Students are expected to come prepared with all of the materials needed for their class. This includes appropriate dance shoes, dance attire, hair ties, water bottle, and CRU Journal (if applicable). Any other items must be left in the lobby or tucked away in their dance bag.

**Students' cell phone/tablet use is not allowed in the classroom.** Teachers will give one warning. After that one warning, teachers may ask to hold on to the phone until the end of class. Over The Top Academy of Dance is not responsible for the loss of any items. *(continued on next page)*

## ***Classroom Expectations (cont.)***

It is important that all students are punctual and ready for class. Unless communicated to our Studio Manager or the Instructor, If your student is more than 20 minutes late, your student may not be allowed to participate in class or may be asked to sit in the hallway. Being late to this class will not result in a prorated rate or refund (refer to our makeup class & refund policy).

Parents are more than welcome to stay and observe the class through our observation windows, but are not allowed to enter the classroom with their student.

## ***Uniform Policy***

Coats, street shoes, and bags (other than your dance bag), are to be left in the lobby on the appropriate rack (cubby, shoe rack, coat hooks, etc.).

Please wear the appropriate Uniforms depending on the course. The following are the uniform requirements based on class type:

- **Ballet**
  - Class Color Leotard
  - Tights
  - Ballet Shoes
- **Jazz**
  - Class Color Leotard
  - Tights or Leggings
  - Jazz Shoes
- **Tap**
  - Class Color Leotard
  - Tights or Leggings
  - Tap Shoes
- **Hip-Hop**
  - Athletic Wear (Shirt & Pants)
  - Tennis Shoes
- **HERO Academy**
  - Athletic Wear (Shirt & Pants)
  - Tennis Shoes and Tap Shoes
- **Musical Theatre**
  - Athletic Wear (Shirt & Pants)
  - Tennis Shoes

## **Uniform Policy (cont.)**

Sweaters are only allowed to be worn during the warm-up section of class. Once warm-up is over, students are asked to place any items in their dance bags.

Hair should be pulled back to be out of the way of the face and/or in a style that will not affect performance.

Jewelry is acceptable as long as it does not fly off, fall off, or affect your performance.

**Over The Top Academy of Dance is not responsible for the loss of any items.**

## ***Arrival & Pick-Up***

### **ARRIVAL**

Building Doors will be open as early as 15 minutes before the first class of evening. We ask that you refrain from showing up to the studio earlier than this as the doors may be locked. Once you arrive, we ask that you remain in the lobby area until your classroom doors have opened.

As we have back-to-back classes, classes may start/end late. We ask to please wait until the instructor has set up the room and opened the classroom door.

Parents are more than welcome to stay and observe the class through our observation windows, but are not allowed to enter the classroom with their student.

**If your student will be late or need to leave class early, you must communicate with our Studio Manager and/or the Instructor of the class.**

### **PICK-UP**

Students will be released from class no later than 5 minutes after their class time. Parents/Guardians are expected to pick-up their students from the lobby area. We ask that students are picked up not later than 15 minutes after their class, unless it is communicated with the Studio Manager and/or Instructor.

If your student walks home, carpools with another student, or takes a special bus, this must be communicated with the Studio Manager and Instructor before the season begins.

# HOW TO GET THE MOST OF YOUR STUDIO EXPERIENCE

## ***Ready and Prepared!***

Being ready and prepared for not only your first day of dance, but every class, is the key to success. We highly recommend getting a specific **DANCE BAG** for the season. This bag will help keep all things 'dance' together and in one place. Keeping this bag separate from school, travel, etc. is important to keeping everything organized and where it needs to be.

As stated in our Uniform Policy (insert pg. 6), students are required to wear all pieces of their uniform. If your student needs to change into their uniform before class, please do your best to show up early to change using our bathrooms located in our Lobby. Students will get the most out of class by being there right when class starts. We use the phrase:

***“Early is on time – on time is late.”***

However, we understand that life happens and sometimes we can run behind – we just ask that arriving late is not a habit. To keep the line of communication clear, email your teacher or give the studio a call.

**Communication with your teachers & our Studio Manager is valued highly at OTT.** If anything comes up such as an absence or running late, please let us know as soon as possible – so your student can still join class (Classroom Expectations |pg. 5).

## ***Rehearsal Videos***

In order for dancers to continue growing in dance, it's important that students carve out a little bit of time at home to practice! This will ensure that students can continue moving forward in class and their progression as dancers. Throughout the whole whole year, we will be uploading **Rehearsal & Technique Videos!**

To access these videos at home, please visit our **Students Page** ([overthetopdance.com/students](http://overthetopdance.com/students)) to find the **Rehearsal Videos** page. Once you have found the Rehearsal videos page, you will find your class, and that class button will take you to a Google Folder where you can access any videos of your class. Especially if students are absent, students may be required to learn any choreography, combos, etc. from home using the rehearsal videos.

## ***Lost and Found***

Leaving behind personal belongings is always possible. To ensure we give families an opportunity to reclaim their belongings, we store anything found in our lost and found. Our lost and found can be located near the Green Room.

Our lost and found is organized by days of the week. For example, if you lost your tap shoe after your class on Tuesday, you will want to check the Tuesday section in our lost and found.

**WE CLEAR OUR LOST & FOUND MONTHLY!** If items are not claimed by the next months tuition due date, items will be donated accordingly.

Over The Top Academy of Dance is not responsible for the loss of any items.  
(Uniform Policy | pg. 7)

## ***Ordering Additional or New Uniform Materials***

Depending on whether your dancer is growing, at the studio multiple times a week, ripping a hole in their tights, or whatever the case may be, we ask that students purchase new materials through the studio.

To order more materials, you must fill out the order form which can be found on our **Student Page** ([overthetopdance.com/students](https://overthetopdance.com/students)). The Ordering Form button will lead you to a google form. **YOU MUST FILL OUT THIS FORM TO ORDER ADDITIONAL ITEMS.** Teachers and our Studio Manager will not be taking orders at the desk or after classes.

## ***Get Involved!***

Wanting to get involved more at OTT, but can't commit to more classes? No problem! We have multiple ways to get involved such as drop-ins, volunteer opportunities, and community events.

**If interested in helping with CRU,** reach out to CRU Parent Captains Kelly Allen & Danielle Quinn.

**If interested in helping with our Recitals, Events, or even Studio Projects,** contact our Studio Manager, Miss Phoebe ([phoebe@overthetopdance.com](mailto:phoebe@overthetopdance.com)).

# HOLIDAY & SPRING RECITAL

## *Holiday Recital Information & FAQ's*

Holiday Recital is our Annual closer to our first semester of classes! We've been performing at the Kroc Center for over eleven years and are so happy to share with families some Holiday Joy while showing off our progress so far!

### **"HOW MANY TICKETS WILL FAMILIES RECEIVE?"**

Families will receive **four (4) tickets each** – this comes with the Holiday Recital fee of **\$45.00**. This will be automatically added to your student's December tuition. Tickets will be available for purchase at the door for \$15.00 a piece.

### **"WHAT DOES MY STUDENT(S) WEAR TO RECITAL?"**

Students will wear their usual class Uniform and will need a fresh pair of tights.

**\*\*MUSICAL THEATRE & HIP-HOP STUDENTS MAY HAVE COSTUME PIECES THEY WILL NEED TO PROVIDE\*\***

### **"WHAT DOES SEATING & PARKING LOOK LIKE?"**

**SEATING & PARKING IS LIMITED AND IS FIRST COME FIRST SERVE.**

Our studio does not reserve seats. In order for a seat to be taken, there must be someone there. We don't allow coats or jackets to save seats. As for parking, the Kroc Center is fully operational and may have limited spaces. We suggest carpooling to conserve the amount of parking. There is **NO PARKING ALLOWED ON GRASS AREAS**. All parking must be in a parking spot in any of their available space in their front lot, or back lot.

### **"DOES THIS RECITAL HAVE A DRESS REHEARSAL?"**

THIS RECITAL DOES **NOT** HAVE A DRESS REHEARSAL.

### **"WHAT ARE THE STEPS FOR THE DAY OF THE SHOW?"**

Holiday Recital has **two (2) performance times**. Call time is 30 minutes before the recital start time. When you arrive, please follow instructions below:

1. **Check your dancer in.** There will be a line down the center aisle to lead you to check in with one of our teachers on stage.
2. **Help your dancer with where they need to go.**
  - o ***PRESCHOOL STUDENTS:*** All preschool students will sit down by the front of the stage. We ask that preschoolers do not sit with parents, unless they are absolutely needed.
  - o ***Kindergarten-Teens:*** Students will be able to place their dance bags backstage and stay backstage.
3. **Take a seat and enjoy the show!**

**“WHAT IS A DRESS REHEARSAL”**

A Dress Rehearsal is where performers get to practice with every aspect of the performance: costumes, lights, music, and the stage! However, this rehearsal is the only time we get to focus on these technical aspects such as lights and music. This is where the attention goes from what the dancer is doing, to ensuring our dancers can be seen and heard.

**“WHERE IS OUR DRESS REHEARSAL & PERFORMANCE?”**

EAST GRAND RAPIDS HIGH SCHOOL PERFORMING ARTS CENTER 2211 Lake Dr. SE,  
East Grand Rapids, 49507

**“WHAT DOES CALL TIME MEAN AND HOW DOES IT APPLY TO ME?”**

A call time is when you are expected to be in the building. We ask that you be in the building and CHECKED IN by this time. Each Call Time is 15-20 minutes before your dancers “GO” Time [this means when their section starts].

IF YOUR DANCER IS NOT ON STAGE FOR THEIR REHEARSAL, THEY WILL NOT BE ALLOWED TO PERFORM IN RECITAL.

**“DO WE NEED TO WEAR COSTUMES TO DRESS REHEARSAL”**

YES! Please be sure to wear all costume pieces to your dress rehearsal and bring ALL shoes needed.

**“WHAT IS EXPECTED AT DRESS REHEARSAL?”**

- Punctuality
- Patience
- Respect
- Kindness

Dress Rehearsal is a lot of stop, wait, go.

With having over 200 students, we do our best to be considerate of everyone's time to avoid too much waiting, however some may be sitting for a long period of time.

Everyone may have points of frustration, confusion, waiting, and so much more, but it's important to still show these 4 things at every moment. Please be mindful of questions we're asking — the time we're asking them, and who we are asking them too. Just as all of our staff will be a little scattered.

**STAY TUNED IN TO ALL ANNOUNCEMENTS.**

We will be making announcements over the mic about what's on stage, on deck, and in the hole, as well as dismissals. We suggest sitting down with your student and making a list of all of their dances so they can organize their costumes and be sure they've done everything.

**“WHEN IS MY STUDENT ABLE TO LEAVE DRESS REHEARSAL?”**

Students are able to leave after they have done all of their dances. The Dress Rehearsal Order will be in the MAY Spring Recital Newsletter and at the check-in table. THIS LIST IS SUBJECT TO BE CHANGED DURING THE DRESS REHEARSAL!

This is why it is super important to be sure you're listening to announcements over the speakers. We will do our best to update the lists as best we can!



## ***Pre-K & Ballet Production Dress Rehearsal***

With having so many dances to rehearse, we have found it is easier to have all of our Pre-K Dancers have a separate rehearsal date from the teens. This rehearsal is a more sensory friendly experience and helps our dancers ease into the Spring Recital experience.

House lights are only dimmed, music is not as loud, and they are there for a short period of time.

**Ballet Production** will have a Cue To Cue rehearsal, this means going formation by formation so we can add lighting effects to stage and space out the production. This is a long process that may take up to 2- 2 ½ hours. If we go over, we will send out a communication to let all families know.

THIS REHEARSAL WILL BE ON, **TUESDAY MAY 20TH.**

### ***Final Dress Rehearsal***

This dress rehearsal consists of our Minis-Adult Dancers. Call times will be available closer to the dress rehearsal.

Each class will get to run any and all dances at least once. Again, if you are not on stage for this rehearsal, your student will not be allowed to perform.

We do our best to respect everyone's time. However, during this rehearsal, some students may be sitting for a long period of time waiting for their next session. We don't mind if families leave in between, but they must be back in time for their next number.

### ***Performance Information***

#### **"How many tickets will families get?"**

Families will receive **eight (8) tickets each** – this comes with the Spring Recital fee of **\$65.00**. This will be automatically added to your student's May tuition. Tickets will be available for purchase at the door for \$15.00 a piece.

#### **"What does seating and parking look like?"**

**SEATING & PARKING IS FIRST COME FIRST SERVE.** Our studio does not reserve seats. In order for a seat to be taken, there must be someone there, and we don't allow coats or jackets to save seats. We suggest carpooling to conserve the amount of parking.

#### **"What are the steps for the day of the show?"**

Spring Recital has **two (2) performance times**. Call time is **45 minutes before the recital start time**. When you arrive, please follow the instructions below:

- 1. Check your dancer in.** There will be a desk where your student will need to check in for their show.
  - o **PRESCHOOL PARENTS:** You will receive a name tag to match your student once your student is checked in. Please note, your student will need to be picked up backstage IMMEDIATELY AFTER they perform their dance. In order to pick up your student, this name tag must be with you.
  - o **ALL OTHER DANCERS WILL BE BACKSTAGE.**
- 2. Take a seat and enjoy the show!**

# TAP WEEK & ALL BLACK & EXCELLENT

## *What is Tap Week?*

Our vision is to grow Tap Dance in its authentic and cultural beauty. To develop an incubator community in Grand Rapids, building on the methods the masters left behind and sharing freely; like it is done in other Tap communities. Tap Week (**February 2-7**) dives into rhythm, the authentic history of Tap, and the beauty of freestyle jamming. By dedicating a whole week to focus on just Tap and Music education, our special guests teach us how to bridge the gap and combine both worlds through Tap Classes, History Classes, and a Tap Jam!

## *Student Involvement*

Students from Kindergarten-Adults are automatically enrolled into Tap Week. Students will join our Guests Tap Artist(s) for a week filled with tap, rhythm, and music to help grow their knowledge and talent in Tap.

Tap Week fee varies on level and amount of classes. This will be added to February's Tuition which will be pulled on **Friday, February 7th.**

*CRU is Required to participate in Tap Week.*

If you have concerns about the Tap Week Fee or Tap Week Class Attendance, please contact Ms. Jen & Miss Phoebe.

## *What is All Black & Excellent?*

All Black & Excellent (**February 6**) is an immersive live event that is designed to draw you into a night of tap dance, black history, arts, and community. Our mission is to bring the community together (and even reach out to neighboring communities) to share space, time, education, love for music, tap dance, and to celebrate black excellence. We can't move forward without recognizing where we came from and honor those that paved the way before us.

The event will be headlined by our tap master guest artists and will also include a live band, a DJ, and hip hop performers. Our entertainment isn't the only thing that will bring you in – we also have delicious catered food from local partners, a cash bar, and dancing. The dress code is “dress to impress” – this evening is an opportunity to bring some glamor and style to Grand Rapids.

Not only is this event entertaining and buzzing with culture, but is also a **Fundraiser** for our partnership with **Village99** — to scholarship students for their involvement in our classes and our Summer Camps. It's the event of the year and you don't want to miss the chance to support local artists and Over The Top students.



## What is CRU?

CRU is the competitive dance team we have here at Over The Top; since we're all about things being "so much more than dance"-- obviously, our CRU team has a deeper meaning to us too.

The "**C**" in the acronym stands for **Competitive, Confident, and Creative**. While the premise of competition can seem intimidating, our team dynamic sets our dancers up for success in these competitive realms. Life is full of competition and we want to ensure our kids know how to walk into these spaces with as much confidence as possible. Our mission is to expand on our own creativity and tell stories that we believe in; our routines are designed to fit the kids we have and to push them to their next level.

The "**R**" in the acronym stands for **Respect, Relationships, and Responsibility**. "R-E-S-P-E-C-T, we'll tell you what it means to us". It is so important that the dancers in CRU learn the value of respecting themselves, their peers, their teachers, their parents etc. Dance friendships are some of the best friendships; being able to go through this type of experience with peers helps foster long lasting and meaningful relationships. Personal responsibility is HUGE while being on our CRU team. A dancer on a CRU Team has the responsibility to be on time for practice, remember their routine(s), and to represent Over the Top Academy of Dance in a good manner.

The final letter "**U**" in the acronym stands for "**Unity through stronger community.**" All of our CRU dancers (regardless of level) are a part of this unified collective with a mission of "it's so much more than dance." Being a part of a CRU Team is an experience a dancer won't be able to forget. We are really intentional with team bonding and all of the dancers supporting one another.

## Competitions

- **PRECISION ARTS CHALLENGE - GRAND RAPIDS**
  - February 28-March 2, 2024
- **ID DANCE COMPETITION**
  - March 21-23, 2024
- **TBA**
  - April 25-27, 2024
- **ENERGY DANCE COMPETITION, GRAND RAPIDS**
  - May 2-4, 2024

## How to Support?

1. **SHOP OUR FUNDRAISING SHOP!**
2. **ATTEND, VIEW, AND SHARE COMPETITIONS!**





**Pre-K Dance Drop In!**  
Every second Friday of  
the month from  
9am-10am. **[\$15]**



**HERO Community**  
Every Saturday from  
10am-11am. **[\$15]**



**Community Hip-Hop**  
Every Saturday from  
11am-12pm. **[\$15]**



# ACTOR<sup>FOR</sup> AN AFTERNOON

**Acting & Musical Theatre Workshop**  
October 5, November 23, January 18, March 15  
1:00pm-3:00pm **[\$25]**

**SUMMER  
THEATER  
CAMP**



**JUNE 23-  
JULY 26**

**DANCE  
CAMP**

**JUNE 25-JULY 23**



**HERO  
ACADEMY**

**SUMMER  
CAMP**

Boys Pre-Sports Pre

**JUNE 25-  
JULY 23**

