OVER THE TOP
ACADEMY OF DANCE

season 23

Family & Student Handbook

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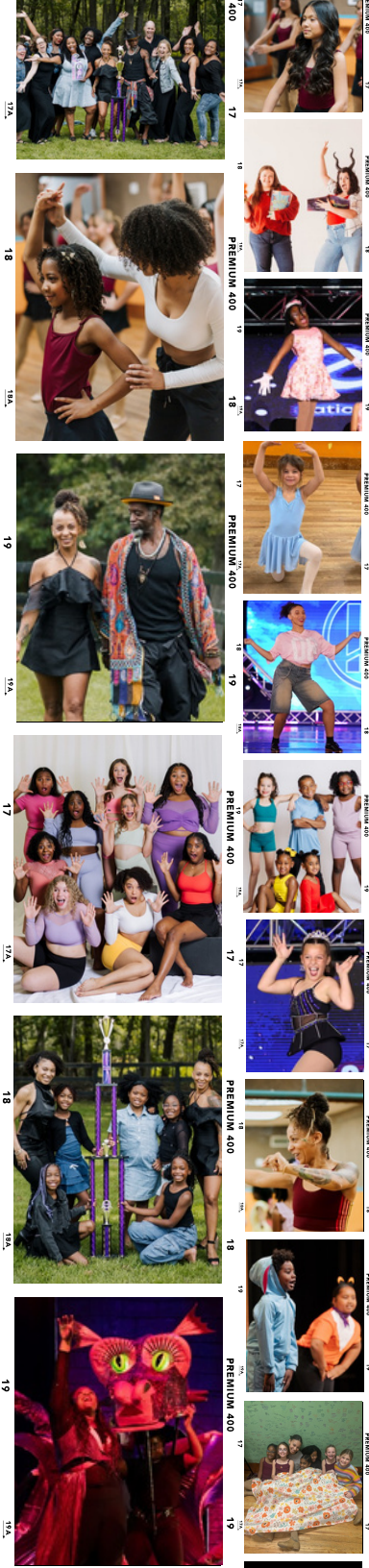
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Welcome!

A Letter from our Leadership Team!

We are so excited to welcome you to our 23rd Season here at Over The Top Academy of Dance! We are thrilled to continue one of our most helpful tools. What tool is that? You're reading it now — our Family & Student Handbook!

This handbook is your key to staying in the know about Over The Top and the general information that applies throughout the 2026–2027 dance season.

As you may have seen from our website and course offerings, our studio is filled with classes, events, camps, workshops, and so much more! We do our best to keep families updated through emails, texts, monthly newsletters, and posts on our Instagram and Facebook pages (@overthetopacademyofdance).

We also want to provide you with a physical guide to our season and studio operations. We hope this handbook provides clarity throughout the year and serves as a resource your family can refer back to whenever needed.

We highly suggest reading through this handbook with your student and any other guardians involved in their journey at Over The Top. Keeping everyone on your team at home informed and on the same page will help set your student up for success!
This handbook includes important information about recitals, drop-ins, schedules, events, and more, along with our studio policies found in iClassPro, including payments, uniforms, classroom expectations, and other procedures.

As always, this handbook is also available on our website under the Students page (overthetopdance.com/students), where you'll find continuously updated information about workshops, events, monthly newsletters, rehearsal videos, and more.

Our email inbox is always open for questions, but we encourage families to check this handbook and the Students page first.

Here's to an incredible 23rd Season and 2026–2027 dance year!



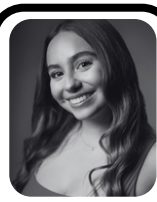
Jennifer Smith
Owner &
Artistic Director



Adé Bernard
Owner &
General Manager



Phoebe Dawson
Studio Manager



Adrian Martinez
Instructor &
Outreach Manager

Season 23 Calendar

There are many ways to stay in the know of all the important dates of the season. We have provided the following:

- Written Format
- 2026-2027 Visual Calendar
- OTT Studio Google Calendar

SCAN TO SUBSCRIBE TO OUR GOOGLE CALENDAR!

TUITION DUE DATES

All Monthly Tuition is pulled on the First Friday of every month.

- September 4th (9/4/ 2026)
- October 2nd (10/2/2026)
- November 6th (11/6/2026)
- December 4th (12/4/2026)
- January 1st (1/1/2027)
  - + Tap Week Fee
- February 5th (2/5/2027)
- March 5th (3/5/2027)
- April 2nd (4/2/2027)
- May 7th (5/7/2027)

RECITALS & DRESS REHARSALS

Holiday Recital

December 12th, 2026

NO DRESS REHEARSAL FOR THIS RECITAL

Spring Recital

Tentative: May 22nd or 29th

Pre-K. Opening Number, & Ballet Dress

Tentative: May 18th or 25th

Final Dress (1st Grade-Adult)

Tentative: May 21st or 28th

STUDIO CLOSURE & HOLIDAY BREAKS

Thanksgiving Break

November 25-29

Holiday Break

December 21-January 10

Spring Break

April 5-11

Summer Transition

May 30-June 5

STUDIO EVENTS!

Halloween Week

October 26-31

Holiday Week!

December 14th-19th

Tap Week

February 1-4

Recital Week

May 24-May 29

OVER THE TOP ACADEMY OF DANCE

season 23

2026-2027 YEAR CALENDAR

2026 OCTOBER

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2 ★	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

HALLOWEEN WEEK

2026 NOVEMBER

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6 ★	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	THANKSGIVING BREAK			
29	30					

2026 DECEMBER

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4 ★	5
6	7	8	9	10	11	12 ●
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

HOLIDAY BREAK

2027 JANUARY

SUN	MON	TUE	WED	THU	FRI	SAT
					1 ★	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

HOLIDAY BREAK

2027 FEBRUARY

SUN	MON	TUE	WED	THU	FRI	SAT
	TAP WEEK				5 ★	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

2027 MARCH

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5 ★	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

2027 APRIL

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2 ★	3
4	SPRING BREAK					
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

2027 MAY

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7 ★	8
9	10	11	12	13	14	15
16	17	18 ✚	19	20	21 ■	22
23	24	25 ✚	26	27	28 ✚	29

2027 JUNE

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	MINI SUMMER					12
13	THEATER CAMP					19
20	21	22	23	AUDITION WEEK! JR & TEENS SUMMER THEATER		
27	28	29	30			

2027 JULY

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	JR & TEENS SUMMER THEATER CAMP		14	JR & TEENS SUMMER THEATER CAMP		17
18			21			24
25	26	27	28	29	30	31

KEY

★ = Tuition Due Dates

● = Holiday Recital

■ = Tentative Spring Recital Dates

✚ = Tentative Spring Recital Dress Rehearsals

RULES, TERMS, & CONDITIONS

This next sections covers the Rules, Terms, and Conditions that all studio families are required to sign in order to participate in classes and recitals. This is placed in the Family & Student Handbook at the families convenience to refer back to throughout the year. Any questions regarding OTT Policies should be directed to our Leadership Team (General Manager, Artisitic Director, Studio Manager, and Outreach Manager).

Dance Season Payment Policy

Tuition is calculated based on participation for the full academic year and is divided into equal monthly payments from September through May. Monthly tuition remains the same regardless of a student's start date.

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, Emails, and Season Calendar. These additional charges for events/workshops/classes, are necessary for a student's participation.

Families are given a one week grace period, to complete their payment. Failure to complete this payment by 12:00pm the following Friday, will result in a $25.00 late fee that will be applied to the account. If there is no communication about payment, management will continue to charge the card on file daily until the payment is complete or communication is received.

If a student is more than two (2) months behind in payments, they will not be allowed to participate in class. We will reach out via phone and email. If a student attends class with a bill that is two months behind, the student will be asked to sit out of class. If needed, a letter may be sent home to the parent explaining the situation. Parents must communicate with our Studio Manager on their plans to complete the payment.

In order for students to perform, receive tickets and/or costumes for either the Holiday, or Spring Recital, all balances must be settled two (2) days before the performance date. If the balance is not settled, the student will not be able to perform in Recital. Failure to make any payment before Recitals, will result in an additional $25.00 late fee.

In order for a student to sign-up for a future class, summer camp, and/or workshop, all balances must be settled beforehand.

With the result of being dropped or dropping from Over The Top courses, The Parent/Guardian is still required to settle the balance. If the balance is not finalized and we hear no communication from the Parent/Guardian on file by the end of the dance season, there may be a 10% late fee charge added to the accounts balance. For every month there is no communication, Over The Top may continue to add a 10% late fee charge.

ALL MONTHLY TUITION PAYMENTS ARE FINAL. THERE ARE NO REFUNDS ONCE THE TRANSACTION IS COMPLETED.

Class Cancellation, Makeup Class & Refund Policy

Due to our monthly tuition payments being final, missed and/or cancelled classes may not result in make-up classes, prorated tuition or refund. There are no refunds or prorated tuition for classes missed including scheduled holidays. (This also applies to our Summer Camp Programs).

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

Please note: The Parent/Guardian is responsible for payment for the student's classes WHETHER OR NOT THE STUDENT ATTENDS CLASS. The Parent/Guardian are no longer responsible if the student drops from the course. (See our Drop Policy/Procedure)

"How will we know class is cancelled?" When a class is cancelled, families will receive an email and text notification. (Must be signed up for automated emails and automated texts). We do our best to notify students as soon as possible, however, classes may be cancelled as late as an hour before the class start time.

Drop Class Policy & Procedure

PARENTS/GUARDIANS MUST NOTIFY THE SCHOOL VIA WRITTEN NOTICE TO REQUEST TO DROP A STUDENT FROM CLASS OR A DROP REQUEST THROUGH THE ICLASSPRO PORTAL. Only a written notice via email, regular postal mail or hand delivered to our Studio Manager 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 and Exit Surveys 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.)

If a student is absent for two (2) weeks with no communication, staff will reach out via phone and email to check in.

If a student is absent for four (4) consecutive classes, 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.

If the balance is not finalized and we hear no communication from the Parent/Guardian on file by the end of the dance season, there may be a 10% late fee charge added to the accounts balance. For every month we hear no communication, Over The Top will continue to add a 10% late fee charge.

PARENTS/GUARDIANS MUST NOTIFY THE SCHOOL VIA WRITTEN NOTICE TO REQUEST TO DROP A STUDENT FROM CLASS OR A DROP REQUEST THROUGH THE
PLEASE NOTE: To ensure accurate records and communication, we kindly ask that you do not rely on your student to verbally inform us of their withdrawal from class. All withdrawal notifications must come directly from the Primary Account Holder or a parent/guardian listed in iClassPro. This helps us maintain clear communication and properly update your account.

Uniform Policy

Coats, street shoes, and bags (other than a dance bag), are to be left in the lobby on the appropriate rack (cubby, shoe rack, coat hooks, etc.). Bags may be brought into the studio under the Instructors discretion.
Please wear the appropriate Uniforms depending on the course. The following are the uniform requirements based on class/style:

- ***Preschool/Kindergarten***
  - Class Color Leotard
  - Tights
  - Ballet & Tap Shoes
- ***Ballet***
  - Class Color Leotard
  - Tights
  - Ballet Shoes
  - Wrap Skirt
- ***Tap/Jazz***
  - Class Color Leotard
  - Tights, Leggings, and/or Athletic Shorts
  - Jazz/Tap/Half-Sole Shoes
- ***Contemporary***
  - Class Color Leotard
  - Tights
  - Optional: Athletic Wear (Shirt, Shorts, Pants/Leggings)
  - Jazz/Half-Sole Shoes
- ***Hip-Hop***
  - Athletic Wear (Shirt & Pants)
  - Indoor Tennis Shoes
- ***HERO Academy***
  - Athletic Wear (Shirt & Pants)
  - Indoor Tennis Shoes
  - Tap Shoes
- ***Musical Theatre***
  - Athletic Wear (Shirt & Pants)
  - Indoor Tennis Shoes or Dance Shoes
- ***Adult***
  - Athletic/Comfortable Wear
  - Tap Shoes

Any additional dancewear items (t-shirts, leggings, sweater, etc.) should be worn over top of the class uniform. Students won't be permitted to change outfits between/during classes. The Instructor may ask students to remove/wear certain items for their class, and may vary between classes/styles.

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. Smart watches are not permitted as an accessory or jewelry.
Any students who participate in a Recreational-Advanced Level Tap Class are expected and required to tie their own shoes.

OUT-OF-UNIFORM PROCEDURE

For students 1st-12th Grade - If students are consistently attending class out of uniform, missing important uniform items, and/or borrowing dance materials, students may be asked to sit out of class and observe rather than participate. Students will fill out an Observation Sheet that must be completed within the allotted class time, and signed by a parent/guardian by the next class. The Instructor will notate what materials are missing on the Observation Sheet.

Over The Top is not responsible for providing students with new materials throughout the season, unless ordered through our order form.

A Note about Cold Weather: 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. If it ever becomes an issue between the student and the Instructor, we will send an email to check in with their primary guardian.

Over The Top Academy of Dance is not responsible for lost, damaged, and stolen items. Any found items will be placed in Lost and Found located in the Lobby Area.

Classroom Expectations

To ensure a focused and respectful learning environment, students are expected to come fully prepared for each class, following the Uniform Policy.

Any additional personal items should be stored in the lobby or tucked away neatly in the student's dance bag.

Electronic Devices:
The use of cell phones, tablets, smart watches, or other electronic devices is strictly prohibited during class time. Teachers will issue one warning. If the behavior continues, the teacher reserves the right to hold the device until the end of class. Please note that Over The Top Academy of Dance is not responsible for lost, damaged, or stolen items.

Punctuality:
Students must arrive on time and be ready to begin class at the scheduled start time. If a student arrives more than twenty (20) minutes late and there has been no prior communication with the Studio Manager or Instructor, they may be asked to observe rather than participate in class. Tardiness does not qualify for a prorated tuition adjustment or refund (see our Makeup Class & Refund Policy for further details).

Classroom Access & Observation:
Parents and guardians are welcome to observe classes through our designated observation windows. However, only enrolled students and instructors are permitted inside the classroom during instructional time.

Attendance & Recital Preparation:
As we move into preparation for our Holiday and/or Spring Recital, attendance becomes mandatory. Because most classes meet only once a week, each session is crucial for learning and retaining choreography. Students who miss class may be expected to learn choreography independently through rehearsal videos provided by their instructor. *(cont.)*

If a student misses too many classes or is falling behind due to their absences leading up to recital (Holiday: November-December, Spring: April-May), they may be removed from the recital performance entirely.

Arrival and Pick-Up

ARRIVAL

Building doors will open fifteen (15) minutes prior to the first scheduled class of the day. Please refrain from arriving earlier, as the studio may still be closed and staff may be preparing for the day's classes.

Upon arrival, students and families are asked to remain in the lobby until the classroom doors are opened by the Instructor. Due to our back-to-back class schedule, there may be occasional delays in class start or end times. We kindly ask for your patience and understanding during transitions.

If your student will arrive late or needs to leave class early, this must be communicated in advance with the Studio Manager and/or the Instructor.

PICK-UP

Students will be released no later than 5–10 minutes after their scheduled class end time. Parents/Guardians are not permitted to open the classroom door and/or enter the classroom to pull their student. Parents/guardians are expected to wait for students to be dismissed by the Instructor, and pick up their student(s) from the lobby area.

If a student needs an early pick-up from class, this must be communicated with the Studio Manager and/or Instructor before class begins. (Please refer to our Classroom Expectations Policy).

Please ensure students are picked up within 15 minutes of class dismissal, unless prior arrangements have been made with the Studio Manager and/or Instructor.

If your student:

- Walks home independently,
- Carpools with another student
- Takes a special transportation service (i.e. bus, Uber, etc.)

This must be communicated with the Studio Manager and Instructor before the season begins.

Tap Week Participation & Schedule

All students ages Kindergarten-Adults, regardless of dance style are automatically enrolled into our Tap Week workshop. By signing this policy you understand that your student is automatically enrolled in one of our Tap Week Classes. Tap Week also requires an additional charge as this is a workshop experience.

All normal classes during Tap Week (dates listed on Website and Yearly Handbook), will be cancelled. The studio schedule is turned into the Tap Week schedule, and your dancer will be assigned to a Tap Week course. This schedule switch will not result in a refund or prorated tuition.

In order to avoid the additional Tap Week charge, families must notify our Studio Manager and/or Artistic Director, prior to January's tuition due date. If there is no prior communication, Over The Top will charge the Tap Week Fee to the account to cover the students workshop experience, T-Shirt, Poster, and additional merchandise received from the experience.
If the student is unable to participate, Over The Top will determine a solution on an individual basis in order to accommodate families as fairly as possible.

Recital Participation Policy

HOLIDAY RECITAL

Check-In

Students in 1st–12th Grade are required to check in at the Dressing Room forty (40) minutes prior to their scheduled performance time. Students must arrive at the recital venue already dressed in their performance attire.

Pre-K students will remain with their parents/guardians while the house opens. They must then check in at the front of the stage twenty (20) minutes prior to their scheduled performance time.

Backstage Policy

- Students in 1st–12th Grade are expected to remain backstage for the entire duration of their recital performance, or watch the remainder of the show up front with other students.
- Parents and guardians are not permitted in the dressing room unless there is an emergency involving their student.
- Food and drinks are permitted in the backstage area; however, students may not eat while wearing their performance attire.

Ticketing Policy

Studio families are able to purchase up to four (4) tickets at $12.50 per ticket. (Credit card transactions fees will apply.)

- Early Access
  - Families may reserve up to four (4) tickets total across all recital performance times.
- Studio Access
  - Families may reserve up to eight (8) tickets total across all recital performance times.
  - If applicable, the eight-ticket allotment includes any tickets previously reserved during Early Access.
- Public Access
  - Once Public Access opens, anyone may reserve and purchase available tickets. Over the top is not able to control the amount of tickets sold at this time. Public Access opens on the day of the show.

Details about how tickets can be purchased and obtained will be provided closer to the date of the show.

Ticket Availability

Due to the limited capacity of the recital venue, Over The Top initially reserves a maximum of four (4) tickets per family.

If a student or siblings are participating in multiple performance times, Over The Top will determine ticket availability and distribution on an individual basis in order to accommodate families as fairly as possible.

All ticket sales are final, regardless of attendance. No refunds or exchanges will be issued for unused tickets, unless you buy the insurance listed in the final ticket sale.

SPRING RECITAL

Check-In

All students, regardless of age, are required to check in at the designated "Dancer Check-In" area for both Dress Rehearsal and all Spring Recital performances.

Students must be checked in upon arrival and follow all check-in and check-out procedures established by Over The Top staff.

UNDERGARMENT & BASE LAYER POLICY

All dancers who have costume changes are required to wear an appropriate base layer/undergarment underneath their costumes. Base layers are required for safety, privacy, and ease of changing in backstage and dressing room areas.

Undergarments/base layers must be worn at all times when changing in a dressing room or backstage area. This policy allows dancers to change more efficiently, particularly during quick changes, and allows trained staff and volunteers to assist dancers when needed while maintaining appropriate safety and privacy.

If a student needs to remove a base layer at any point, they must do so in a designated restroom or private changing area, such as a changing pop-up.

All costumes must be worn over the required base layer.

Skin-tone undergarments designed to coordinate with tights and dance shoes may be purchased through Over The Top.

DRESS REHEARSAL

The Dress Rehearsal schedule is an estimate and may run earlier or later than anticipated. Families and dancers are required to arrive at their designated call time unless otherwise communicated by Over The Top staff on the day of rehearsal.

All students, regardless of age, are required to attend their designated Dress Rehearsal(s). Students who do not attend their assigned Dress Rehearsal(s) will not be permitted to perform in the Spring Recital, regardless of whether the Spring Recital Fee has been paid or charged to the account.

Costume requirements for Dress Rehearsal will be communicated by the student's teacher and/or Studio Manager. If a student is required to wear their costume for Dress Rehearsal, failure to do so may result in the student being removed from the Spring Recital performance.

Decisions regarding participation in the Spring Recital due to rehearsal attendance or costume requirements are made solely by the Artistic Director and/or the Teacher of Over The Top.

Students may leave Dress Rehearsal once all of their scheduled dances have been completed. If a student has more than one hour between scheduled dances, they may leave during that break but must be checked out and checked back in upon returning, by a parent/guardian.

DRESSING ROOM POLICY

- Students with only one (1) costume will not be assigned a dressing room spot and are not permitted in the dressing room areas.
- Dressing room assignments are determined by Over The Top based on multiple factors, including classes, costume changes, quick changes, age, and backstage logistics.
- Students are only permitted in their assigned dressing room.
- Phones and other devices with cameras are not permitted in dressing rooms.
- Food and beverages are not permitted in dressing rooms, with the exception of water.
- Students must follow all additional dressing room procedures communicated by Over The Top staff.
- Undergarments & Base Layers must be worn at all times in the dressing room areas.

BACKSTAGE & CHECK OUT POLICY

Students in 1st-12th grade are expected to remain backstage for the entire duration of the Spring Recital performance, including intermission.

If a family needs to have a student checked out from the backstage area during a performance, the family must communicate this request to Over The Top at least one (1) week prior to the performance date. Requests made after this deadline may not be accommodated.

Only Over The Top staff and trained, approved volunteers are permitted in backstage areas. Approved volunteers must wear a visible wristband at all times.

Parents/guardians and family members who are not approved volunteers are not permitted backstage. Individuals who enter backstage without proper clearance or training create safety concerns and may interfere with the operation of the performance.

Food and beverages are not permitted backstage, with the exception of water. Parent volunteers will provide food in the designated snack area, when applicable.

POST PERFORMANCE CHECK-OUT

After the performance, families will pick up their dancers from the designated backstage check-out area.

For the safety of all students, dancers must be officially checked out by Over The Top staff before they may leave the backstage area.

Families who do not follow established Backstage and Check-Out procedures—including entering backstage without clearance or removing a student without prior permission and communication—will be charged a $50.00 policy violation fee.

Payment of this fee is required before the student and family may participate in future Over The Top classes, camps, or workshops.

Ticketing Policy
Studio families are able to purchase up to ten (10) tickets at $15.00 per ticket. (Credit card transactions fees will apply.)

Tickets may be reserved during the following access periods:

- ***Early Access***
  - Families may reserve up to eight (8) tickets total across all Spring Recital performance times.

- ***Studio Access***
  - Families may reserve up to sixteen (16) tickets total across all Spring Recital performance times.
  - The sixteen (16) ticket allotment includes any tickets previously reserved during Early Access.

- ***Public Access***
  - Once Public Access opens, anyone may reserve and purchase any remaining available tickets.

Details about how tickets can be purchased and obtained will be provided closer to the date of the show.

TICKET AVAILABILITY
Over The Top initially reserves a maximum of eight (8) tickets per family for the entire event. If a student or siblings are participating in multiple performance times, Over The Top will determine ticket availability and distribution on an individual basis in order to accommodate families as fairly as possible.

All ticket sales are final, regardless of attendance. No refunds or exchanges will be issued for unused tickets, unless you buy the insurance listed in the final ticket sale.

Recital Participation Policy

In order for students to perform, receive tickets and/or costumes for either the Holiday, or Spring Recital, all balances must be settled two (2) days before the performance date. If the balance is not settled, the student will not be able to perform in Recital. Failure to make any payment before Recitals, will result in an additional $25.00 late fee.
Families are required to sign Over The Top's Rules, Terms, and Conditions in order to perform in any of OTT's Recitals.

Recital Code Of Conduct

All students, parents/guardians, and family members are expected to conduct themselves in a respectful, kind, professional, and solution-oriented manner.

When communicating with Over The Top staff, teachers, volunteers, and other families, all interactions are expected to be handled with professionalism, respect, discretion, and care.

All students and families are expected to:

- Treat staff, volunteers, dancers, and other families with kindness and respect.
- Communicate concerns appropriately and in a solution-oriented manner.
- Follow all Spring Recital policies and procedures.
- Follow any additional rules, instructions, or procedures posted or communicated by Over The Top on the day of Dress Rehearsal or performances.
- Respect all backstage, dressing room, ticketing, check-in, and check-out procedures.

Examples of Code of Conduct violations include, but are not limited to, yelling at or verbally disrespecting staff or volunteers, entering backstage without clearance, disregarding posted rules, or refusing to follow established recital procedures.

Families who do not follow the Code of Conduct will be charged a $50.00 policy violation fee.

Payment of this fee is required before the student and family may participate in future Over The Top classes, camps, or workshops.

Over The Top reserves the right to address circumstances on an individual basis and to take additional action when necessary to maintain a safe, respectful, and successful recital environment for all dancers, families, staff, and volunteers.

Summer Camp Policies

REGISTRATION FEE

To hold a student's spot in any of our summer camps, families must pay a non-refundable registration fee within thirty (30) days of signing up. Over The Top will attempt to charge the card on file automatically, unless a student is signing up in person at the studio.

Failure to pay within the allotted time will result in the student being pulled from the camp.

Once registration fee is completed, students are secured into the class. Refer to the drop policy.

*Registration fees may vary from camp to camp, including year to year.

TUITION PAYMENT & PAYMENT PLANS

Once registration fee is completed, families are automatically enrolled in a two-month payment plan (May 15, June 15). If interested in a 3-6 month payment plan, families will need to communicate to our Studio Manager which plan they would like to enroll in. All payment plans must be paid in full by the first day of the camp. The first two (2) payments in any payment plan are non-refundable.

For all students, 50% of the camp tuition must be paid thirty (30) days before the first day of summer camp.

Tuition must be paid in full by the first day of summer camp

A note for Summer Theater

- If the tuition is not paid in full by...
  - At the end of The First Day, students will not be considered for lead/principal roles, but will be placed in the ensemble.
  - Beginning of rehearsals, students will be pulled from the camp.

ATTENDANCE, CONFLICT & DROP POLICY

Drop Policy

Any student who drops at any time is not eligible for a refund and/or account credit.

Summer Dance Attendance & Conflicts

Summer Dance Camp is a total of five (5) sessions. Families are asked to submit any conflicts/absences before the first day of dance camp. If a last minute conflict/absence arises, families are asked to email the Studio Manager before the individual session begins.

If the student is absent for two (2) sessions, with no communication, Over The Top will assume the dancer is dropping and will drop them from the course.

Summer Theater Camp (Mini) Attendance & Conflicts

To ensure casting and scheduling is fair to our cast and production staff, families are required to fill out a conflict form before the first day of camp. The following will be implemented.

- Students have two (2) allotted excused absences.
  - Excused absences = communicated before the first day of Camp.

- Students have one (1) unexcused absence.

Once they have had four (4) absences total, if they are in a lead/principal role, they may be moved into the ensemble, based on the circumstances. This decision is completely up to the production team of the production.

Summer Theater Camp (Juniors & Teens) Attendance

To ensure casting and scheduling is fair to our cast and production staff, families are required to fill out a conflict form before the first day of camp. The following will be implemented.

- Students have three (3) excused absences.
  - Excused absences = communicated before the Audition Day via the conflict form & Audition Sheet.

- Students have two (2) unexcused absences.

- Students have three (3) unexcused tardies.

Once a student has had five (5) total absences, if they are in a lead/principal role, they may be moved into the ensemble or stage crew, based on the circumstances. This decision is completely up to the production team of the production.

HOW TO GET THE MOST OF YOUR STUDIO EXPERIENCE

READY AND PREPARED!



Being prepared for every dance class is key to success! We ask that students having the following items for each class:

- Dance Bag
- Waterbottle
- All Dance Shoes & Uniform

As stated in our Uniform Policy, students are required to wear all uniform pieces. If your student needs to change before class, please arrive early and use the bathrooms in by our Front Desk & Lobby.

"Early is on time – on time is late."

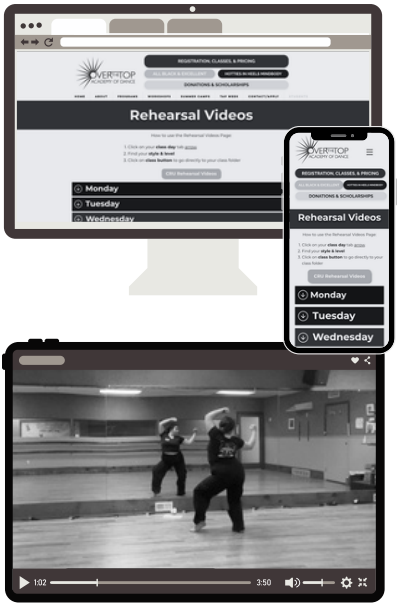
We understand that life happens, but please do your best to avoid habitual tardiness. If your student will be absent or running late, **please email their teacher or call the studio as soon as possible.** Clear communication with our teachers and Studio Manager is highly valued at OTT and helps ensure your student can still participate in class (Classroom Expectations, pg. _).

REHEARSAL VIDEOS

Throughout the year, we will be uploading Rehearsal & Technique Videos for students to use at home to rehearse and practice,

To access these videos:

1. Visit our Students Page (overthedance.com/students)
2. Find and select the Rehearsal Videos page.
3. Click Tab Arrow with your Class Day
4. Click on the class button to access the Google Folder containing videos for that class.



Students can use these videos to review choreography, combos, technique, and other material learned in class.

Please note: If a student is absent from class, they may be expected to use the rehearsal videos at home to catch up on any choreography, combinations, or other material they missed.

We encourage all dancers to make practicing at home a regular part of their dance routine!

ORDERING UNIFORM MATERIALS & STUDIO MERCH



If you ever need to order any additional materials, we have made it easy! We will be incorporating our Uniform ordering system with The Studio Shop!

Scan below to go directly to the studio shop to order new uniform materials.

LOST AND FOUND



To ensure we give families an opportunity to reclaim their belongings, we store anything found in our lost and found which can be **located near the Pilates Studio & Front Desk.**

Our lost and found can be found right next to our shoe rack/in front of the Pilates Studio.

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)

GET INVOLVED!



With our studio continuing to upgrade to match the needs of our programs, families, and teachers, we have many Studio Projects that we would love some extra help with! If you're ever interested in lending a helping hand to continue to improve our space, we would love to have you on board.

Project include but are not limited too:

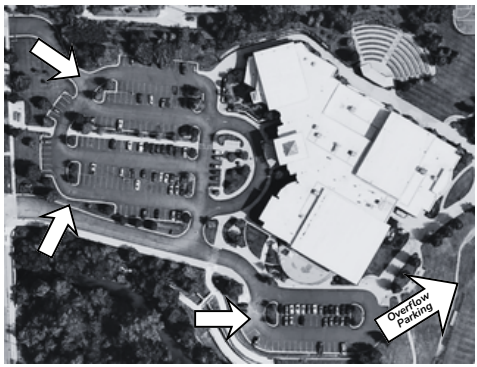
- Creating our Prop/Scene Shop
- Painting Jobs in the Studio
- Creating our Teacher Lounge
- Recital & Summer Prop Building

Simply email info@overthetopdance.com and we will let you know when we need assistance.

HOLIDAY RECITAL

WHEN	***December 12th, 2026*** *SHOWTIMES TBA*
WHERE	***Salvation Army Kroc Center*** *2500 Division Ave S,* *Grand Rapids, MI 49507*
Is there a Dress Rehearsal?	***NO DRESS REHEARSAL FOR THIS RECITAL***
PARKING	***First come first served. Shared with the patrons of the KROC***

Parking Map



What To Wear:

Below is a chart of what students should wear for the Holiday Recital. Styles that require the "Class Uniform" for their outfit are required to wear all aspects of their uniform.

PRE-K ***(except Tiny Dancers)*	• Class Uniform • Tap Shoes • Fresh Tights
TAP	• Class Leotard • Tights • Tap Shoes
JAZZ	• Class Leotard • Tights • Jazz Shoes or Turners
HIP HOP	• Holiday Sweater • Black Pants

Ballet	• Class Uniform • Black Ballet Skirt
Contemp.	• Class Leotard • Black Flowy Pants
MTP	• BLP Shirt • Black Pants • Black Shoes

***Note:*
*HERO & Tiny Dancers do **not** perform in the Holiday Recital.*

Tickets

- Families are reserved up to four (4) tickets per every show they have a student particiapting in.
- Tickets are assigned seating.
- Tickets will only be available to studio families until the day of the performance
- **NEW!** There is no Recital Fee. Families will have access to discounted tickets.

Show Flow

1. **Dancer Check-In**
   a. *1st -12th Grade - **GREEN ROOM***
   b. *Pre-K - **FRONT OF STAGE***
2. **Patron Check-In**
   a. *All Patrons are required to be checked in at the door and hand stamped.*
3. **Find your Seat**
4. **Enjoy The Show!**
5. **Dancer Check-Out**
   a. *Info TBA*

SPRING RECITAL INFORMATION

WHEN
TBA - View Tentative Dates in Calendar
11:00am, 3:00pm, 7:00pm
Subject to change

WHERE
TBA

DRESS REHEARSALS
PRE-K, Opening Number, & Ballet Production
View Calendar for Tentative Dates
Final Dress Rehearsal
View Calendar for Tentative Dates

PARKING
TBA

Costumes

- All students must wear costumes at both the **Dress Rehearsals** and **Show Times.**
  - *Students not in costume may not be permitted to perform on the day of the show.*
- Costumes also require the appropriate shoes for their dance. This is not provided by OTT unless ordered through The Studio Shop.
- Students are only given one (1) costume per class. There are no extra costumes on the day of.

Dress Rehearsal - Who's Called?

PRE-K, Opening Number & Ballet Production	**Where:** At the venue - Not held at Over The Top **Classes Called:** • Tiny Dancers • Tues. Preschool 3-4 • Sat. Preschool 3-4 • Sat. Preschool 4-5 • Tues. Kindergarten • Saturday Kindergarten • All Ballet Technique Classes • All Musical Theatre Performance****** • HERO Academy****** • Opening Number Dance Ensemble****** *****=no costumes required for this rehearsal***
Final Dress Rehearsal	**Where:** At the venue - Not held at Over The Top **Classes Called:** • All Classes 1st Grade-Adult, **<u>except</u>** Pre-K Classes • All CRU Dances • Opening Number Dancers • Senior/Specialty Dances

What's A Call Time?

A call time is when you are expected to be in the building and checked in.

Call Times are usually 15-20 minutes before your dancers "GO" Time.

Dismissal Time?

Students are dismissed after they have completed **ALL** of their dances.

Note: If students have a gap that is 60+ minutes, they are welcome to leave and come back. However they must check out and back in.

UNDERGARMENTS

*"**Undergarments/base layers must be worn at all times when changing in a dressing room or backstage area.** This policy allows dancers to change more efficiently, particularly during quick changes, and allows trained staff and volunteers to assist dancers when needed while maintaining appropriate safety and privacy." (Recital Participation Policy)*

No student is an exception to this.



GUIDE BOOK & DANCER PACKETS



- **GUIDE BOOK INCLUDES:**
  - *Show Assignments*
  - *Call Times for Dress Rehearsal & Shows*
  - *Dress Rehearsal Orders (Subject to Change)*
  - *Parking Information*
  - *Patron & Ticket Information*
- **Guide Book Releases in the Second Semester.**

- **STUDENT PACKET INCLUDES:**
  - *Show Orders*
  - *Recital Packing Checklist*
- **Student Packet is passed out in the month of May.**

Tickets

- Families are reserved up to ten (10) tickets for the entire event.
- Tickets are assigned seating.
- Tickets will be availble for Early Access & Studio Access, Public Access opens two (2) weeks before recital.
- **NEW!** There is no Recital Fee. Families will have access to discounted tickets.

Show Flow

1. **Dancer Check-In (all Backstage)**
   a. *1st -12th Grade* - ***45 min. before start.***
   b. *Pre-K* - ***20 min. before start.***
2. **Patron Check-In**
   a. *All Patrons are required to be checked in at the door and hand stamped.*
3. **Find your Seat**
4. **Enjoy The Show!**
5. **Dancer Check Out**
   a. *Info TBA*

SUMMER CAMPS @ OTT

Summer Theater Camps



AGES	*5-12*
WHEN	*June 7-18, 2027*
WHERE	*Rehearsals: Over The Top* *Performance: TBA*
Registration	*January 18th, 2027* *12:00 a.m.*



AGES	*10-18*
WHEN	*Audition Week: June 24-26, 2027* *Rehearsal: July 5-31, 2027*
WHERE	*Rehearsals: Over The Top* *Performance: TBA*
Registration	*January 18th, 2027* *12:00 a.m.*

Summer Dance Camp



AGES	*4-6*
WHEN	*Wednesdays, 9am-12pm* *July 7th - August 4th*
Registration	*January 18th, 2027* *12:00 a.m.*



AGES	*7-13*
WHEN	*Wednesdays, 1pm-4pm* *July 7th - August 4th*
Registration	*January 18th, 2027* *12:00 a.m.*



Over The Top Academy is proud to offer a Scholarship Program designed to make our programs more accessible to families who may need financial assistance. Our goal is to ensure that financial circumstances do not prevent students from participating in the opportunities, training, and experiences our programs provide.

Our Scholarship Program would not be possible without the generous support of our donors and community partners. Their contributions help provide financial assistance to families and allow more students to experience all that Over The Top Academy has to offer.

Scholarship assistance is made possible through the generosity of individuals, businesses, and community organizations who believe in supporting our students and investing in their growth. We are incredibly grateful for their continued support and commitment to our academy.

Families interested in learning more about scholarship opportunities, eligibility requirements, or the application process are encouraged to contact Over The Top Academy for additional information.

THE VILLAGE99

With a special thanks to our community partners at TheVillage99, we so grateful to make it easier than ever to Donate to Over The Top Academy of Dance's Scholarship Fund.

TheVillages99's "mission is to empower champions by developing a sustainable and innovative network of community partnerships that identifies needs, focuses on simplifying access to resources, and facilitates intentional connections for families in West Michigan."

"Some families struggle to afford club and travel fees, some struggle getting their student-athletes to and from practice and games, and others struggle with providing adequate nourishment to give their student-athlete the energy they need to participate. Coaches were fostering these needs and beyond for multiple players on their teams at a time, and so The Village99 was born"

SCAN TO DONATE TODAY!

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 2-5)** 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 January Tuition which will be pulled on **Friday, January 2nd.**

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 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 format changes every year! It's been a party, a gala, and even a small dinner-theater performance at Testa Rossa! This event can vary from large crowds to an intimate setting with our Tap Week artist, as well as other artists and students from Over The Top Academy of Dance.

Not only is this event entertaining and buzzing with culture, but is also a **Fundraiser** for our partnership with **The 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 OTT". 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

SPOTLIGHT	INFINITY	HIGH VOLTAGE	ID
February 26-28 @ Coopersville High School	*March 19-21 @ Howell, MI*	*April 16-18 @ Godwin High School*	*April 30-May 2 @ Devos Hall*

Interested in auditioning for the team?





JUNIORS & TEENS

SUMMER THEATER CAMP

June 24-26,
July 7-31, 2027

DANCE CAMP

WEDNESDAYS

July 7th-August 4th

