

Hoffman Estates Park District  
Stars Dance Academy  
Summer Session



**Parent Handbook**  
2023



 **hoffman estates park district**

[www.heparks.org](http://www.heparks.org)

Triphahn Center  
1685 W. Higgins Rd  
Hoffman Estates, IL 60169  
847-885-7500

Willow Recreation Center  
3600 Lexington Dr  
Hoffman Estates, IL 60192  
847-285-5440

## Letter from the Supervisor

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Welcome to the Hoffman Estates Park District Dance Program! This information has been gathered to help you understand the expectations of the dance program. I ask that you please read through the packet and understand these expectations. Your support will help ensure that your child has an enjoyable experience in the dance program.

Our goal with the Dance Program is to allow each student to experience the elements of dance; technique, creativity, confidence, coordination, grace and rhythm. We strive to develop self-esteem and self-discipline in each of our students; to believe that with determination, hard work and a little bit of fun you can accomplish anything you set your heart on!

We hope you enjoy our program and that our program will bring self-confidence and poise that will be carried on throughout all parts of your dancer's life!

Jessica Karbowski  
Dance Coordinator  
847-781-3631  
[jkarbowski@heparks.org](mailto:jkarbowski@heparks.org)

## Meet the Dance Instructors

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**Jessica Karbowski-** Hi, I'm Jessica Karbowski. I started dancing when I was 3 years old at The Hoffman Estates Park District. I continued to dance throughout high school and college. I was part of the Orchesis team at Schaumburg High School and I also participated in the Schaumburg Dance Ensemble's *The Nutcracker* as well as some of their spring performances. I graduated from Elmhurst University with a degree in business administration and a minor in dance. I started teaching at the Hoffman Estates Park District in the fall of 2016. I currently live in Carol Stream, IL with my husband, August. We recently welcomed our first daughter in April of 2020. Can't wait to teach my love of dance to your children!

**Stephanie Naumowicz-** Hi, I'm Stephanie Naumowicz! I grew up in Hoffman Estates, IL, and have always had a passion for dance and fine arts! I graduated from Illinois State University Summa Cum Laude with a Bachelor of Science degree in Theatre, Dance Teacher Education. I am certified to teach Dance, English, and Health at the Secondary Education level. I was a company member of Illinois State's Dance Theatre from 2016-2020 and had the pleasure of performing pieces set by nationally recognized faculty and guest artists. I have danced both competitively and in concert dance settings. I have performed at venues including television, sporting events, community events, Disneyland/Disney World, and the American College Dance Association (ACDA) Gala Concert. But I enjoy my time spent teaching in dance studios the most! I strive to inspire my student's confidence while nurturing their talent!

**Olivia Offord-** Hi, I'm Olivia Offord! I have been dancing for 16 years, and this will be my second year teaching dance at Willow and have so enjoyed this teaching experience. I've been working in the Hoffman Park district working in the after school daycare program for 4 years now, and working in the dance program for about 6 years. I'm currently double majoring in mathematics and education at Harper College in plans to become a high school math teacher. I'm so exciting for the upcoming year with all the dancers!

**Wendy Shure-** Hi! I'm Wendy Shure and I love dance! I began dancing at age 2.5, danced in high school as a Company Member in the Eurythmics Dance Company, and was selected as the MVP of the LTHS Varsity Poms Squad. I am a double major graduate of Illinois State University. Go Redbirds! I graduated Cum Laude with a Bachelor of Arts in Dance Performance, and a Bachelor of Science in Small Business Management Entrepreneurship. I was a Company Member of the Illinois State Dance Theatre (ISDT) where my choreography was adjudicated at the American College Dance Festival (ACDFA), and showcased in the ISDT faculty concert. I studied dance from nationally recognized faculty and was selected to perform pieces by professional guest artists. I also studied dance abroad in London England at the Royal Ballet. Upon graduation, I danced professionally on tour with Shelter Dance Repertory. I was previously Director of Dance at Victory Academy and took their competitive dance team to Nationals, and was Artistic Director of the Nutcracker. I enjoy teaching many years with the Hoffman Park District and continue to be excited to share my passion for dance with your child, the Hoffman Estates Community, and the Stars Dance Company!

## **Dance Program Guidelines**

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- Dancers need to arrive promptly to class and be prepared to dance.
- Proper dancewear and grooming is required.
- Courteous behavior is expected.
- No gum or food is allowed in the dance room.
  - Water bottles are permitted in all classes.
- Parents of level 1 and level 2 dancers should take them to the restroom before class and parents should remain outside of the dance room during class. If you need to leave, please have another parent responsible in case the instructor needs assistance with your child. Leaving the classroom is reserved for emergencies only.
- Please be considerate of other programs in the building, keep the hallway clear of all coats, bags and other articles. Do not allow children to run in the hallways.

## **Class Recommendations**

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Classes for our younger students are geared toward teaching the basics and providing a foundation on which to build. They will learn rhythm, creative movement and an understanding and appreciation of music, the beginning of dance vocabulary and dance class etiquette.

Children must meet the age requirements for the class they are registering for by the start date. This is to ensure that all dancers are in the appropriate level. If the class that you are interested in is full, please still sign up to be on the waitlist. Often times if we have enough interested dancers; a new section may open up.

## **Attendance**

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Attendance will be taken at each class. Regular class attendance is expected. Classes are not made up due to student absence(s). Please report any prolonged illnesses to the supervisor. **Please make attending class a priority.**

## **Promptness**

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Dancers arriving late to class must prepare in the hallway and quietly join the class in between songs. Late arrivals disrupt the class and do not allow the dancer to warm up properly. If the dancer is going to arrive late weekly due to another commitment, the dancer or parent must inform the instructor. Dancers should ideally arrive 10 minutes before the start of class. The time allows dancers to take care of personal needs and be ready for the start of class. Dancers in level 3 and up will need to stretch on their own in the dance room if arriving more than 5 minutes late for class. This is to ensure a dancer is properly warmed before dancing.

## **Grooming/Dancewear**

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Dancers should come to class neat and clean. Girls should have their hair pulled away from their face. The only jewelry that should be worn in class is small pierced earrings. At dress rehearsal and recitals, absolutely no jewelry is allowed (unless indicated by the instructor).

For those younger students we ask that parents please have a change of tights, underwear and leotard with you at each class in case of accidents. We understand that accidents do happen, and for sanitary reasons we ask that you please change your child's clothes before sending them back into the classroom.

Dancers are expected to adhere to the dancewear requirements listed in this booklet. Attire is part of the discipline of dance and assists the instructor in observing the dancer's form and technique. Please label all dancewear and shoes in a dance bag with the dancer's name prior to the first week of class. We find many lost shoes with no name and have no way of finding their owners. A lost and found box is located in each dance room.

Please review the chart on the next page for the specific dress code for your dancer's class.

<b>Class</b>	<b>Shoes</b>	<b>Dancewear</b>	<b>Optional Dancewear</b>	<b>Hair</b>
Ballet 1 & 2	Pink ballet shoes (canvas or leather)	Solid color leotard Pink tights	Simple ballet skirt	Bun, braids, Ponytail (pulled up out of face)
Ballet 3 & 4, Lyrical	Pink ballet shoes (canvas or leather)	Black leotard Pink tights	Simple ballet skirt Lyrical sandals (for lyrical)	Bun, braids, Ponytail (pulled up out of face)
Jazz, Hip Hop, Musical Theater	Black jazz shoes	Solid color leotard or fitted top Black jazz pants *		Bun, braids, Ponytail (pulled up out of face)
Modern	Foot undies or lyrical sandals	Solid color leotard or fitted top Black jazz pants *		Bun, braids, Ponytail (pulled up out of face)
Tap 1 & 2	Black tap shoes	Solid color leotard or fitted shirt Black jazz pants *		Bun, braids, Ponytail (pulled up out of face)
Tap 3 & 4	Black tap shoes (not shiny)	Solid color leotard or fitted shirt Black jazz pants *		Bun, braids, Ponytail (pulled up out of face)
Pre-Pointe	Pink canvas ballet shoes	Black leotard Pink convertible tights	Black simple ballet skirt	Bun, braids, Ponytail (pulled up out of face)
Elite Ballet	Pink canvas ballet shoes	Black leotard Pink tights	Black simple ballet skirt	Bun
Elite Specialty	Tan Jazz shoes, Lyrical sandals, Foot undies **	Black leotard or fitted top Black jazz pants		Bun, braids, Ponytail (pulled up out of face)
Boys Ballet	Black ballet shoes (canvas or leather)	White fitted shirt Black pants		Out of face
Boys Jazz, Hip Hop, Musical Theater	Black jazz shoes	Solid color fitted shirt Black pants		Out of face
Boys Tap	Black tap shoes	Solid color fitted shirt Black pants		Out of face

\*Optional if enrolled in a combo class

\*\* Check with instructor before purchasing

Dance attire can be purchase at [discountdance.com](http://discountdance.com) or Dance n Tees

Check out our website for a direct link to our Discount Dance website. (On the Hoffman Estates Park District website click on "Programs and Sports", under programs click on "Stars Dance Academy" then click on "Dance Attire")

### **Observing Classes**

Parents please do not look through the window on the door or open the door to the dance room. The younger children have a tendency to look at the parent vs. watching the instructor and this can be disruptive to the class. No class observation will be allowed unless the instructor gives permission, because visitors distract the dancers and hinder their ability to learn. We thank you for your cooperation.

## **Student Injury**

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It is the responsibility of the parent and dancer to inform the instructor before class if a dancer has an injury that will preclude the dancer from any part of the class.

If the dancer receives a mild injury during class, he/she will be offered an ice pack or Band-Aid as needed. For a severe injury, the parent will be immediately notified. Please check with instructor on the first day of class to verify they have a correct phone number. Accident reports will be filed with the Hoffman Estates Park District.

## **Discipline Procedure**

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Discipline is essential to learning. Occasionally we may have a disciplinary problem with a dancer. Almost always a word or two from the instructors take care of the inappropriate behavior. When verbal comments have not stopped the misbehavior, the following disciplinary actions are in place to provide the framework for the instructors to deal with the inappropriate behavior.

A positive approach will be used regarding discipline. Staff will periodically review the rules with participants. If inappropriate behavior occurs, prompt resolution will be sought specific to each individual situation. The Park District reserves the right to dismiss a participant whose behavior endangers the safety of the instructor or participants or negatively impacts the recreational experience of other participants.

Basic disciplinary action includes:

- Instructor will give a verbal warning.
- Instructor will give dancer three chances to correct the behavior.
- Once the 3rd chance has been given, the dancer will sit in a time out and will not receive a stamp or sticker for that class. Parent will be notified by the instructor of the behavior.
- If the inappropriate behavior continues, the child may be asked to leave the class.

## **Cancellation of Classes**

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Classes may, at times, be canceled due to teacher illness or weather. We will make every effort to contact you by phone and email if the instructor is unable to make it to class.

Classes canceled due to inclement weather will be announced on our website: [www.heparks.org](http://www.heparks.org). You can also call your dance site for updates on classes. Every effort will be made to contact you by phone and email.

Classes maybe made up at the end of the session depending on instructor and space availability. Letters will be sent home with any make-day information. Refunds will be given if a make up is not possible.

## **Fall Session**

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The fall session begins in September and concludes mid-December. Dancers are encouraged to take the fall session of dance if the dancer is interested in participating in the recital session. The fall session is the best time for dancers to work on their technique and learning new steps. Dancers who are enrolled in the fall session of dance will receive priority registration for the Winter/Spring session which concludes with our annual recital.

## **Winter/Spring Session (Recital Session)**

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The winter session begins the week of January 10th and concludes in May. Dancers who are enrolled in the fall session of dance will receive priority registration. Winter/Spring session concludes with our annual recital. Winter class fee does include the cost of the recital costume. Your child will be measured for their costume during the first class. Costumes are non-refundable after the order has been placed after the 2<sup>nd</sup> week of class. If your child misses the first 2 classes, they may not have a costume for the show; therefore they may participate in class but not in the final performance.

## **Summer Sessions**

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Summer is a perfect time to try a new form of dance or continue in your progression of technique. These courses give our dancers a chance to see if they would enjoy a new form of dance without investing a lot of time and money. New students and current students who wish to sharpen their skills are always welcome!

Our summer session begins in June and runs for eight weeks. Proper dance attire is required for this session as well.

## 2023 Summer Class Schedule

**June 5-9**            **First Week of Classes**

**June 19**            **No Classes**

**July 3-4**            **No Classes**

**Last day of class varies between all the classes due to the summer holidays. Please check with your dancer's instructor to verify when the last class will be.**