

Hoffman Estates Park District  
Stars Dance Academy  
Winter/Spring Recital Session



**Parent  
Handbook  
2025**



 **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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**Victoria Conde** - Hi! I'm Victoria Conde. I'm thrilled to be in my second year teaching recreational dance at the Triphahn Center and Willow Recreation Center, bringing 14 years of dance experience to the studio. Starting dance at age two, I've gained knowledge across various styles, allowing me to guide dancers with strong technique and artistry. Prior to teaching, I volunteered alongside our dance coordinator, which made me realize my passion for mentoring young dancers. Currently, I'm a member of the Stars Competitive Team at the highest level, Company Four, and have received numerous awards, including judges' choice awards for my ballet duet (2023) and lyrical solo (2024). My leadership extended into my role as Junior Varsity Captain for the Schaumburg High School Sizzlers Pom Team, where I led the team in choreography and performance over two years. In addition to dance, I have been actively involved in theater productions, currently serve as a Freshman Honors English assistant teacher, and held the position of a Sunshine Saxon Preschool Teacher last year. I also take pride in my role as an Operation Snowball Leader and as an Ambassador for CGTI, a youth leadership and prevention program. With plans to continue dancing through college, I am excited to inspire students, pushing them to reach their fullest potential. I can't wait to share my passion, experience, and dedication to dance with every student.

**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 productions, such as Cinderella, Beauty and the Beast, and The Little Mermaid. 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. In August of 2020 I took over as the Dance Coordinator at the park district. Not only do I teach recreational classes, I also teach and choreograph for the STARS Competitive Dance Company. In my spare time I like to spend time with my husband, August and our two children. Can't wait to continue 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 since I was 3 and this will be my fifth year teaching dance through the park district. I have always had a passion for dance, and it is a great privilege to get to share that with my students. I absolutely love the time I have spent working in this park district. Before I started teaching here I volunteered in the dance program for about 6 years, and I have also been working at an after school daycare run through the park district for 5 years now. I am so excited to be piloting the Performing Company this year, as well as continuing my involvement with Competitive Company as well. As of recently, I

graduated with a double major in Mathematics and Secondary Education in May, and I will be starting my first year teaching 6th grade math in Franklin Park! Even with a busy schedule, dance and education have always stayed my priority. Because I started my dance journey at the park district, I have always felt at home in this welcoming environment, and I hope to provide that sense of comfort to your dancers as well. I can't wait for this exciting upcoming year!

**Wendy Shure-** Hi! I am Wendy Shure and dance is my passion. I began dancing at age 2.5, performed as a full Company Member in the Eurythmics Dance Company, competed on the LTHS gymnastics team, and was selected MVP of my LTHS Varsity Poms Squad. I am a double major graduate of Illinois State University, graduating Cum Laude with a Bachelor of Arts in Dance Performance and a Bachelor of Science in Small Business Management Entrepreneurship. I was a full 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 many pieces by professional guest artists. I studied dance abroad in London at the Royal Ballet and at the Pineapple London. Upon graduation, I danced professionally on tour with Shelter Dance Repertory. I then served as Director of Dance at Victory Academy taking their competitive dance team to Nationals, and was Artistic Director of the Nutcracker. I am currently the specialty choreographer and coach for the Stars Dance Company, Junior Stars Dance Company, and Elite Tap at the Hoffman Estates Park District. I accompanied our qualifying Stars Dance Company members to NYC to study with the Radio City Rockettes and I coached our Elite Tap to a World Championship in New Jersey! I look forward to each new year of teaching, choreography, and coaching our Stars Dance Company to success!

### **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. Dancers missing more than **three (3) Winter/Spring session classes** without contacting the supervisor/or instructor may be asked not to perform at the Spring Dance Recital. Even if dancers can catch up after prolonged absences and learn the dance, the other dancers are affected. **Please make attending a 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. Please do not enter the room if you hear music playing, wait until the song ends. If your 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. This 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

Dancers should come to class neat and clean. Dancers with long hair 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.

<b>Class</b>	<b>Shoes</b>	<b>Dancewear</b>	<b>Optional Dancewear</b>	<b>Hair</b>
Ballet/Tap 1 & 2	Pink ballet shoes (canvas or leather) Black tap shoes	Solid color leotard Pink tights	Simple ballet skirt	Bun, braids, Ponytail (pulled up out of face)
Ballet/Tap 3 & 4	Pink ballet shoes (canvas or leather) Black tap shoes (not shiny)	Black leotard Pink tights	Simple ballet skirt Black jazz pants	Bun, braids, Ponytail (pulled up out of face)
Ballet/Jazz 1 & 2	Pink ballet shoes (canvas or leather) Black Jazz shoes	Solid color leotard Pink tights	Simple ballet skirt Black jazz pants	Bun, braids, Ponytail (pulled up out of face)
Ballet/Jazz 3 & 4	Pink ballet shoes (canvas or leather) Black Jazz shoes	Black leotard Pink tights	Simple ballet skirt Black jazz pants	Bun, braids, Ponytail (pulled up out of face)
Jazz, Hip Hop, 1 & 2	Black jazz shoes	Solid color leotard or solid color fitted top Black jazz pants		Bun, braids, Ponytail (pulled up out of face)
Jazz, Hip Hop, 3 & 4	Black jazz shoes	Solid black leotard or fitted black top Black jazz pants		Bun, braids, Ponytail (pulled up out of face)
Tap 4	Black tap shoes (not shiny)	Solid black leotard or fitted black 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)
Pointe	Pink pointe shoes Toe pads	Solid color leotard Pink convertible tights	Black simple ballet skit	Bun
Musical Theater & Poms	Black jazz shoes	Solid black leotard or fitted black top Black jazz pants or form fitted black shorts		Bun, braids, Ponytail (pulled up out of face)
Boys Ballet	Black ballet shoes (canvas or leather)	White fitted shirt Black jazz pants		Out of face
Boys Jazz, Hip Hop, Musical Theater	Black jazz shoes	Solid color fitted shirt Black jazz pants		Out of face
Boys Tap	Black tap shoes	Solid color fitted shirt Black jazz pants		Out of face

Dance attire can be purchased 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 "Dance" then click on "Dance Attire")

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### **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.

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### **Student Injury**

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.

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### **Discipline Procedure**

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.

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### **Cancellation of Classes**

Classes may, at times, be canceled due to teacher illness or weather. We will make every effort to contact you by 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 email.

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

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### **Summer Session**

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.

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### **Fall Session**

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.

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### **Follow on Social Media**

We will post pictures from classes and reminders via social media. Be sure to follow us on Instagram and Facebook!

Instagram: @heparksstarsdanceacademy      Facebook: HEParks Stars Dance Academy

## 2025 Winter/Spring Class Schedule

January 4 <sup>th</sup> -9 <sup>th</sup>	First Week of Classes
Saturday, February 1 <sup>st</sup>	No Classes at WRC
Saturday, February 22 <sup>nd</sup>	No Classes at TC
Saturday, March 15 <sup>th</sup>	No Classes
March 24 <sup>th</sup> – 28 <sup>th</sup>	No Classes – Spring Break
Saturday, April 5 <sup>th</sup>	No Classes
April 28-May 1 <sup>st</sup>	No Classes
Wednesday, April 30 & Thursday, May 1 <sup>st</sup>	Recital Picture days – schedule TBD
May 26 <sup>th</sup>	No Classes – Memorial Day – classes will meet Wednesday, May 28 <sup>th</sup> for a make up class
May 24 <sup>th</sup> -29 <sup>th</sup>	Last week of classes
Friday, May 30 <sup>th</sup>	Dress Rehearsal at Hoffman Estates High School time TBD
Saturday, May 31 <sup>st</sup> & Sunday, June 1 <sup>st</sup>	Dance Recital at Hoffman Estates High School time TBD

\*\*\* Please note that recital schedule will not be released until the first week of April.