

Enger Dance Studio Handbook

Frequently asked Question's & Studio Policies

This has been put together to answer many of your questions that you may have about dance. The hope was to answer as many questions as possible for you to read on your own time. If something hasn't been answered please reach out via email: at engerdancestudio@yahoo.com or call 218-463-3366

The Challenging Rewards of Dance:

The families that enroll their children at Enger Dance Studio want their dancer to be challenged, to learn new skills and for their dancer to expand their repertoire of dance styles. You receive that quality training at EDS. I am passionate about learning new technique and teaching my dancers what I have learned. Dancing requires physical strength, emotion, musicality, and the ability to work as if they are one unit. Motivation for personal growth encourages the dancers to improve and then they achieve their dreams. Be sure to read this thoroughly. You will find that many of your questions will be answered on the below pages. We are going to have a fantastic year.

Dances Expectations:

Every year I am amazed at the growth of the dancers, simple tasks like the wee ones getting dressed by themselves to the older ones realizing that everyone has different strengths and skills and that those differences make for a fantastic experience on stage for the audience & dancers. As the dancer's travel through the levels they will gain more technique and advance their dancing skills.

There is a dance cycle of learning that is continual at the studio. Dancers come in knowing very little of the goals of the level, then they learn, learn, learn and by the end of their time in that level they should be able to dance everything given to you with proper technique, style, grace and pizzazz and carry what they have learned into the next level to build upon. Every level is a stepping stone to the next, you carry your knowledge forward in every level.

Dancers are responsible and accountable in every dance class for learning what has been taught. It is necessary to remember that there is a constant flow every year of kids moving in and out of levels, new dancers and older dancers combined and that cycle will continually repeat itself in each level. For the greater good of the class it is necessary for all dancers to work together. Dances are formed around the class level as a whole for skill and technique and not for individuals in a group. Dancers will spend an average of 3-4 years per level depending on when you started and studio dancing at. It is highly encouraged that all dancers take advantage of the free 2 months of make ups to further their education.

Dancers will find that some of the dances we do are to more of your personal tastes and others not so much, and that is okay-as it is not necessary enjoy or like everything that they are exposed to in dance. Many of the dancers just want to work on the recital dances, but Enger Dance takes the time to teach the fundamentals & basics to your children. Those steps and technique taught in class are the foundations for the future. I take great pride in knowing that your dancer being taught with proper technique and that I incorporate new skills each year and broaden their senses through personal growth of mastering intricate step or acquiring new technique in class. We have a lot of fun in class but we also work very hard in class to achieve new skill. Students are welcomed to bring a guest to class during "Bring a Friend" time only. Rather than sit and watch they will participate and join in the fun.

CLASS ATTIRE: *I always get asked questions every year. Here's two: #1 - Why does my hair have to be back in a bun? #2- Why, do I have to wear tights and a leotard and proper shoes? There is a reason for everything. Please read on.*

HAIR: Hair is to be secured up and away from the eyes (pin back bangs) it is necessary for learning turns, leaps, floor work and personal safety. All hair must be centered on the head, be it at the top or back of head or nape of neck. Acceptable styles for hair are a traditional Bun or a French braid that is pinned up at the end (no tail) or a French twist. Even the shortest of hair can be slicked back with a wide headband that can hold the bangs and fine baby hair back, double French braids, snap clips etc. Hairspray is great-but be careful spraying it around those who wear contacts. Bun covers are great. Buns should not wobble or move. If your dancer is old enough to put in their own bun, then start the repetition training of them doing it on their own over and over again starting today--so that they get used to doing it the right way. If you need help in learning how to use the Bun Head dance hair pins (use these) please ask. I am always happy to help.

DANCE ATTIRE: students must be properly attired in dance class.

Tights: capezio adult ballet pink #1916, capezio child ballet pink #1916C.

Ballet Shoes: Pink Leather Capezio C205 Daisy (L1-3 are in a full Sole Ballet shoe)

Tap Shoes: Bloch Tap shoes with side buckle (NO VELCRO) Tan/Caramel color

Jazz Shoes: Caramel colored Jazz shoes, are up to you on brand as it depends on the width of the foot & brand for a better fit. If you have a wider foot in ball & heel width a Bloch is a better choice.

Supportive bras are necessary. Try to have black or nude to blend in with skin or the leotard.

Dance supplies can be bought at the following quality business: Dance Solutions, New York Dancewear, Just for Kix etc. You're welcome to use amazon- just get the correct brand.

Level 1 - pink tights, black leotard, pink ballet shoes.

Level 2 - pink tights, black leotard, pink ballet shoes, tan tap shoes.

Level 3 - pink tights, black leotard, pink ballet shoes, tan taps, caramel jazz shoe, tan tights.

Level 4 - pink tights, black leotard, pink ballet shoes, tan taps, caramel jazz shoe /modern shoe/colored tights.

Pointe - pink tights, black leotard, pointe shoes.

Level 5 - tights in pink ,tan & or black tights, black leotard, pink or tan ballet shoes, tan or black tap shoes (flat and or high heeled), tan/caramel colored character shoes, jazz shoe in tan & nude modern shoe.

Not allowed dancing- Bare legs, Pale leotards, dance skirts, cell phones on, sweatpants, texting, jeans, Jegging's, watches that talk or can text on, crop tops, cleavage (breasts) showing, leggings alone and shorts in class that can expose the buttocks & groin area. We are on the floor at various times so I prefer all body parts to be covered---please. Dress for success in a black leotard, pink tights, dance shoes and bun in hair!

The level 5 students will know before December which shoes they will need for their recital dances. Since L5 dance are for the most part done growing when they enter this level, many students have their shoes for 4-5 years after initial purchase. If you're just entering L5 as a new student and you have kids who have been in the class for a while, and you will be purchasing new shoes to match them. There are also years where we do not purchase anything foot wise. Dancers in this level may wear darker colored leotards in class Black, Wine, Hunter green, Navy and Eggplant.

Pointe students will need a new pair every year. As your feet change: grows or changes shape & strength or weakens. We use Gaynor Minden as they are a safer shoe that has more structure and will last longer than 2 months. When I was doing pointe work, I got new every 5-7 weeks.

The Health of Your Dancer:

If your child vomited the day before or the day of dance- do not attend and keep that bug, bacteria or virus at home, even if they are driving you up the wall as they could be contagious and I really don't want to be up chucking the next day nor do their classmates. If they have a need for tissues....bring your own and make sure they know to dispose of them. If they are sick for whatever reason, the best option is to stay home to get well. So that you don't make other's sick also. If they are injured they should watch till healed & etc. it is the sole responsibility of the parent to know how much said child can do and their responsibility to restrict his or her movements (not the studio) and that may mean using the make-up lessons and missing class to facilitate healing. If your dancer decides to do more than what you said that they could do in class, then this falls on faulty communication between the parent and child. Do not draw the studio into a parent/child communication issue. This is not the responsibility of the studio, we only teach dance and cannot be expected to remember every order a parent shouts out as they walk out the door. The studio and the premises where the classes are held are not responsible for injuries, accidents, lost or stolen items. You (parent/guardian) have to intelligently make the decision to assume the risk of wanting to be in dance and you do not hold the studio, host or property responsible for illness, injuries or lost or stolen items. If you are in doubt of your dancer's health then please see your doctor.

Please make sure your dancer has 8 hours of rest the night before dance and a well-rounded diet of veggies, protein, fruit/berries and complex carbs. Proper hydration is also a must and restroom usage before class.

Some dancers may have physical or medical/behavioral limitations that may prevent them from enjoying all of the benefits of dance. If you question or are in doubt of your child's ability to take a dance class you should consult your local practitioner and get a full comprehensive physical done before starting dance. We do a lot of jumping, hopping, leaping, going down to the floor and coming up from the floor and other strenuous physical activities in dance and all dancers should be able to do the activities in dance easily. Dance is a physically enduring sport and it is no different than track, basketball, hockey and etc. If a dancer cannot keep up with their dance mates in class the parent/guardian will be notified and a solution will be tried to find, which may include a change of class to a different level so that your dancer can fully participate in the entire class & recital. It may also require the dancer to do make up lessons to catch up.

Dance is about execution of proper technique, articulation of body parts, speed, grace and skill sets all of which should be seen in all dancers in varying degrees of achievement at EDS we work very hard in dance and talk about keeping the body healthy and preventative measure for injuries. It is the studio's belief that it is better to be proactive when dealing with any type of injury or illness. Teaching proper technique helps with this. If a student can't dance due to illness or injury etc.- please notify the studio. Proper equipment should be in the dancer's dance bag if recurrence happens. Pointe students have a list of what is needed (clippers, files, Band-Aids and etc.). Personal sanitary items also need to be kept in dance bag for those emergencies.

Parents please remind your dancers that they don't need to like everyone they are dancing with in class to learn how to dance. It is a fact of life that you will work with people who are not in your close circle in all manners of life and this is no different. Everyone is there to learn to dance. This is a bully free zone.

Parents, you must remind your dancer to turn around and pick up whatever mess they created.

Please list on enrollment sheet any ailments/conditions that could or may affect their dancing. I ask this as I had a student who had an epileptic seizure in class and I was caught off guard by not knowing it could happen. Personal behavior of your child falls upon you the parent no matter where we are at. Manners are expected.

The Little Dancer:

Parents always ask me they can start when they can start dance. I prefer my future ballerinas to be turning 4 by Thanksgiving. All ages of dancers must be able to go to the bathroom by themselves and get redressed alone without my assistance (they also need to know that you don't get completely undressed to do this process). Putting on ballet shoes and securing tap shoes on their feet must be practiced at home. Listening and following directions is a must, if they have not reached that milestone in development it may be best for them to wait a year and mature before starting or moving into the next level. We do a lot of learning to work together and so proper social skills are needed. Always have a book of some sort in their dance bag in a zip lock bag.

COSTUMES:

Costumes will be ordered by the studio sometime around or before Thanksgiving in order for them to be here in time for recitals. Pictures of costumes are always posted in the studio for everyone to see. Costumes for Level 1-4 can range from \$75-98 in price, L5 & Privates can be higher as the quality of materials improve as we use them more in class. Male costumes are usually higher in cost, it varies due to the costume it is trying to match. Recital shirts and or sweatpants /leggings/shorts are often worn as a Jazz or Tap costume if appropriate to the number for levels 2-5. Costumes may be worn during the last month + of class if possible over the leotard so that the dancer gets used to moving in it. In class use depends on how much glitter falls off or it sheds. The coverage of the costumes cover more than the average swimsuit be it a 1 or 2 piece suit. The studio will never loan out, re-use or hand make costumes. We have done all three before and the experiences were all negative, so they will never be done again. Most costumes may have cut outs on the neck, waist or back area typically. Also, I always suggest a nude body suit under all costumes once your dancer is having to change into multiple costumes and has gone through puberty and for changing in hallways or for up on stage if a strap breaks and body parts are exposed. Costumes are nonrefundable once ordered.

Costumes are sized to fit the largest part of the body, be it chest, waist, buttocks or girth (girth = think of a 1 piece swimsuit that is too short in length). The standard rule is to order up as you can always take a costume in but you can never let one out. Parents/Guardians are responsible and will handle any and all alteration fees and the added cost of ordering in more material or a second costume to meet alteration needs or exchanges if needed. Wear the correct dance bra for fitting. Costumes are not refundable once ordered.

COSTUME DEPOSITS: You are encouraged to make costume deposits monthly \$30(on a separate check from tuition—note in memo area who it is for & what level). Costumes are to be paid for in full before it will be ordered. No payment =no order. After costume has been ordered there are no refunds as costumes are special orders and are not bought off the rack at a store. L1 will have 1 costume; L2 will have 1 costume for sure but may use Recital Gear for Tap if it better suits the dance. L3 will have 2 costumes and recital gear for Jazz, Level 4 had 2-4costumes, and Level 5 has 4-5 costumes. Pointe will have 1 costume. Private 1 costume. (L3-5 get Jazz costumes every 3 yrs or so).

CLASS (private& group) Attendance & Ages & Pointe Work & Refunds: Classes start the week after Labor Day or the week after school starts and conclude with performances in the spring. Class times are listed below with a breakdown of what is taught in the levels. Some sessions/months have 3 lessons, other 4 or 5 it all equals out in the end. There are no refunds for classes. The studio allows every dancer to do as many make up lessons every fall as they need to (look at your calendar and do them quicker rather than later). Use them! I expect every student to work hard and to give me “their best”. You must notify EDS in writing if you wish to stop taking dance after the start of the season, the parent / guardian is responsible for any & all fees accrued. If you have signed up for a class and miss you are to take a make-up. If you are late to your class your class will end on time. If you’re gone -email the studio a brief note:Engerdancestudio@yahoo.com

Classes may be combined or canceled due to size. Classes can be combined in whole for a night, the year or for just specific dances for the recital. Any student who does a solo will be doing a duet or a trio during their time at the studio. FYI duets and trio’s are harder than a solo. About every 3-4 years some classes will have the honor of dancing with the older kids in certain dances. This is done to prepare the younger dancer for moving up into a more advanced level and to help them grow as a dancer and to elevate their personal goals. Sometime rather than in person, your classes may be on line. If possible the class will be on line (facetime, google or zoom) so that the dancer may attend the live class. Pointe students are responsible for doing your exercises at home weekly.

The studios only responsibility is to that of teaching dance. Do not push parenting responsibilities or decisions as such on the studio as we won’t accept that. You are responsible for your dancer. EDS allows all students to do make up lessons in a lower level or upper if appropriate up until the end of December. Feel free to ask which would be a better fit for your dancer. Many students do make up lessons in advance for illness and sports and some students accrue these hours as FREE lessons.

We have a lot of fun in class. Laughter & Fun is a daily occurrence in class. I wish I had a blooper reel to show you. I am strict on using *proper physical dance technique* as it prevents strain on the body and enables the dancer to progress to more advanced steps. I learned from a wise mentor that A Lesson Taught with Humor or Laughter is a Lesson Learned, so I always try to teach the dance steps with a little humor. ☺

Dance Roseau Schedule

3:50-4:30...L2 (1-3/4th Gr.)L1 is ballet only.

4:30-5:05/10 ...L1 (3.5 –K/1st Gr.)L2 is ballet & tap.

5:10-6:15/20ish...L3 (4th-6/7th Gr.)...L3 is ballet, tap & jazz.

6:15/20-8:15/30ish....L4/5 Combo (ask Karen)combo is ballet, tap, jazz, modern, character & pointe when ready.

People always ask about the “ish” on time. The closer we get to the recital we may run over a few minutes verses them having to come in another day to work.

Pointe is available for those students physically and mentally ready for the demanding work. A pre-pointe physical and outstanding class work is required pointe shoes. Pointe also requires at home practice 3 times a week.

If you see a / mark between ages- this means that if a new student is in 1st grade then they can take L1 to learn the basics before moving on to L2 the next year etc.

Dance Semi/Private Lessons

Private lessons vary in time & location, they follow the regular class schedule. Please contact Karen for availability & price for your level. If you wish to add your name to the waiting list, email the studio at Engerdancestudio@yahoo.com. I average only 2-3 a year.

Privates:

1. Extremely fancy costumes are available, the sky is the limit on price and ornamentation if that is your desire. Seniors are given more costume freedom.
2. Must be enrolled in group classes. Should strive for perfect attendance & practicing weekly. Dancers should be neat & correct in dance appearance. Shows continual improvement & is practicing so that class time can be spent furthering that dancers technique. I do know if you've practiced steps.
3. Dance is a priority in their life.
4. All dancers who partake in privates will experience: solo, duets and trio's if they are fortunate to take long term at some point in time while dancing if possible to make them a well-rounded dancer. Dances involving parents are not done. FYI—duets and trios etc. are harder to do than a solo.

TUITION PAYMENT & FEES:

Option #1: payment is made the 1st lesson of every month, (private lessons must be paid monthly) Option #2 is to pay 1/2 in September & 1/2 again in January (for group lessons). If the schedule is moved up in time frame due to unforeseen circumstances then your tuition due date may be closer together as well. Cash is always welcomed. Make checks payable to: Enger Dance Studio or Enger Dance.

A LATE FEE of \$5 per child per class will be added on to your tuition, accrues monthly if not paid on time. If you don't want to pay a late fee then mark tuition payment date on your calendar. Asking the studio to hold a check or postdating the check will not stop late fees as it has not been paid by the due date.

Students will not be allowed to DANCE if tuition has not been kept current, they will watch instead. Make up lessons do count for the class schedule, many times they are bonus classes to the dancers as they are for weather or illness. Some Dance months have 3-4-5 lessons, it all works out by the performance.

TUITION FEE's:

Level 1 tuition is \$35.00

Level 2 tuition is \$45.00

Level 3 tuition is \$65.00

Pointe tuition is \$40.00

Level 4/5 tuition is \$120.00

Privates...contact EDS directly

Recitals: A rich variety of music, costumes & dances are used in the recital. The recital spans ages from 4-18 and dancing skill sets & costumes will mature with the maturity /skill /technique/natural talent of the dancer. The annual recital is held in the spring. The date of the recitals are contingent on the dates available at the schools or the virus. Participation in the recitals is up to you. The recital requires the class costume ordered from the studio. If you don't want your child to participate in the recitals then you will not have a costume & the last month would be in March.

I take pride that the students love the tricks, lifts or stunts and cool steps that we add to our dances for the recital. But those steps and dances must be kept a secret. Trick/Flash/Illusion/Stunts or dance steps, whatever you want to call them *must remain a secret* and not practiced at public places such as school, playground, churches and with other dancers that are not at my studio as I don't want my steps and tricks or

exciting parts of the dances being stolen or taught to others not at my studio. They are also not posted on the internet.

1 or 2 parents from each class is to be backstage during the recital to assist in watching the kids and even bringing them to the backstage area. Runners are not babysitters, they shuttle the kids to the stage and back again. If your child can't sit patiently then you need to get back there and entertain them quietly.

Stage Make up:

Some dances will have specific stage make-up requirement's to fit the artistic goal of the dance. The overall purpose of stage make up is so that the people sitting in the back row can see all facial features on your dancer. We want every dancer to have eyebrows, lips, eyes and cheekbones up on stage. It looks really odd when kids do not have eyebrows and lips on stage. If the audience cannot see facial features, they do not know what emotion is being projected by the dancer. Stage lights tend to be harsh and will fade out facial features and that is not flattering when you go back to view your pictures or video. The goal is to have each class look great up on stage under the lights. Bravo dancers!

LEAVING MESSAGES & CANCELLATION:

Messages: Leave messages at 463-3366.

If your dancer is sick, just send me an email at Engerdancestudio@yahoo.com

Cancellation of Dance School Classes: due to me being ill or weather/school related

(1) An announcement on the local Radio stations Wild 102 and KQ92.5

(2) Schools may be called with an announcement if possible

(3) Any messages left allow 1-2 days for me to respond to, if you are not calling on an in office day.

The Studio is a **Cell phone / "Apple" watch free zone-** I do not want to see them or hear them in class. There is no reason to be texting while you're in class. They should be off, in the dance bag and not on vibrate. You can survive one class period, without your phone on.

Many kids ask to use the cell phones of other's to call their parents to let them know to come pick them up as dance is done in the younger levels. The schedule is set and it will not change unless a note is sent home prior so there should be no need to use up other minutes calling when class times won't change. L4/5 combo class this doesn't apply to you as you do get done at random times.

PARENT's Participation in Dance:

We do parents day so that you can participate fully in class. We do not allow recording & posting on line. Parents need to wait away from the entrance into the studio and NOT stick your face up to the window to peer in. We can see you & it can disrupt class!! Do not sit outside of the door, for the same reason. *Do not BLOCK exit/entrances as we need a clear exit path.*

Dropping off & Picking up: Drop off 3min before, pick up on exit time. Be waiting for them.

STUDIO & CLASS POLICY & DISCIPLINE:

Dance Classes can be combined, canceled or split due to enrollment. Students may be moved for ease in learning a new skill & to facilitate learning.

If a student/parent engages in a behavior that is disruptive to classes, rude, mean or harmful to self or others they and parents/guardians will be responsible for any damages that occur and may be removed from class. This also includes disrupting the businesses of where the studio holds classes at.

The Studio & Premises where classes are held **are not** responsible for the contracting any type of illness or for any injury that may occur before, during or after class. This is no different than being in school or in a sport. Make sure your insurance covers all of your student's health & your student's physical activities. The Studio & Premises are not responsible for the loss or breaking of any item brought to class (jewelry, money or electronics etc.). If you like it –do not bring it.

Anything which disrupts class or the premises where classes are held: i.e. excessive and unnecessary talking/texting or rude/inappropriate behavior/language/bullying/yelling/name calling, temper tantrum will be handled as listed below.

1st time: Student will be reprimanded and asked to sit a bit to calm down before rejoining class and parent(s) notified of the behavior or action.

2nd time: Student will sit out class and only watch, parents notified.

3rd time: Will be put on probation or be dismissed from class.

Please list any medical conditions that effect your dancer. These are kept private unless your dancer tells someone or the entire class. I can better help your dancer if I know about anxiety and asthma etc. If your dancer has allergies they need to be aware of who is eating what around them and remove themselves from contact. The earlier they are of aware of their needs the better control they will have as you can't tell someone not to eat a P& J sandwich just because you're allergic to it. If that were the case no one would ever be able to eat wheat, dairy and etc. around me!

Write your child's name on all items.

Misc. Dance Handbook Information:

*If your dancer is new to the studio or a transfer student please talk to me and I will make the decision that will best support your dancer after trying them out in a class or two.

* I reserve the right to move any child into a class level that is more appropriate skill wise for them.

*EDS reserves the right to terminate students who disrespect me & other students and premises.

*If you know you will be gone...do you makeup lesson in advance.

*Do not eat in the studio. Eat out in the car and leave your mess & smells contained to the car.

*I will not respond to rude emails. But I will however keep them!

*Do not tell me how to operate my business.

*The last 14 days of dance are the busiest and spent in rehearsal. Classes may run over in time here and there. Think of this time as tournament time without the costly expense of a hotel room, gas, food, time of work. We may run over if need be a few minutes.

*Electronics, \$\$ & Jewelry etc. If you love it then please leave them home. The studio is not responsible for any of your personal items if they are lost, stolen or broken.

*Snacks for Dance to should be eaten in the car before dance class starts: apple, banana, orange, nuts and etc.). No food in studio, as it smells and makes crumbs.

*Dancers do not hog the rest room to change clothes, some need it to use for its intended purpose.

***If your dancer was throwing up that day or night before—DO NOT BRING TO CLASS. Do a make-up class rather than sending home germs others don't want. Wash Hands after class to prevent germs from going home.**

*Teach your dancer to cough like Count Dracula. Nose to elbow and mouth to floor. So cough & spit goes to floor and not in a face. Gross!

***The studio communicates through emails and notes that are handed out in class to go home & taped notes to the doors. Please make sure to walk into the studio to check for weekly notes & that you have a working email address and that you check it.**

*If I have to reschedule or use make up classes due to unforeseen events like blizzards or illness. -- You will be notified via note, email or via local radio.

*Dancers are responsible and accountable for learning of dance/recitals steps.

*Please dress according to the weather.

*Wear Pants over tights to protect them.

*If you have to leave early your dancer will need to wear a watch and be aware of the time and leave on their own accord. I do not keep track of those things.

*Take the time & responsibility to make sure that your child knows how to dress themselves before leaving the building, especially in winter. If they leave the building in winter without dressing properly—that is your responsibility as they are your child. You must Teach them.

*Parents get yourself a dance buddy or two or three ...get the parents phone # & etc. in case you have an emergency.

Publicity Release Information:

While participating in dance at Enger Dance Studio/EDS/Enger Studio of Fine Arts it is understood that photographs & video footage may be taken of dance students while they are in class, at workshops or recitals for the sole purpose of Enger Dance Studio promotion and in advertising both in print and on website & studio social media sites online. Group recital photo's are posted in the local newspaper with names. These pictures/photos and video footage (both current and past) are owned by Enger Dance Studio and may be distributed or broadcasted in various formats including but not limited to: video, print, personal CD/DVD's, EDS /Enger Dance Studio/Enger Studio of Fine Arts website or Social media sites (Instagram, Facebook page etc.) on the internet or newspapers and without limitation through any means. Names and personal information of dancer's will never be released without obtaining permission first. EDS web pages are locked and you should not be able to copy photos - this is for your child's safety and to prevent the illegal use of photographs.

PARENTS / GUARDIANS ARE REQUIRED TO SIGN A CLASS POLICY SIGN SHEET BEFORE THE STUDENT IS ALLOWED TO PARTICIPATE IN DANCE CLASS, THIS IS TO ENSURE THAT ALL HAVE READ AND UNDERSTAND THE RULES & POLICIES OF THE STUDIO.

There is a release form that must be filled out and submitted to dance. It states that you have read and understand & accept the Studio Policy's and Handbooks. Form must be received before your child dances.

Happy Dancing.....EDS *Last updated Jan. 28th, 2025*