

# Bosses Office Dance Company

## Handbook/Contract

2025-2026

Welcome to the Bougie Bosses Dance Team!

We are thrilled to have you join our esteemed Competition Team! Your dedication and talent are invaluable to us, and we look forward to working together to achieve excellence in our dance journey. This handbook serves as a comprehensive guide to your experience with Bougie Bosses Dance Company. Inside, you will find all the essential information, including pricing details, important due dates, team member expectations, and necessary contracts. This packet is designed to ensure you fully understand your commitments and responsibilities as part of our team, helping to foster a successful, positive, and fulfilling experience for everyone involved. We are excited to embark on this incredible journey with you and can't wait to witness your growth and success as part of the Bougie Bosses family!

Welcome aboard!

### Tuition & Late Payment Policy

The monthly tuition fee for participation in Bougie Bosses Dance Company is set at **\$50**. To maintain continued involvement in the program, **all tuition payments** must be submitted by the **5th of each month**. To accommodate any unforeseen delays, a **grace period of three days** is provided, extending the payment deadline until the **8th of the month** without incurring penalties. However, it is essential to note that making payments consistently on the 8th is **not acceptable** and should not become a habit. If the payment is not received by the end of the grace period, a **late fee of \$15** will be applied, bringing the total balance to **\$65**. If the tuition remains unpaid beyond this period, the dancer's **account will be suspended**, and they will not be permitted to attend practices until the outstanding balance is resolved.

Additionally, if any **unpaid tuition fees** carry over into the following month, an additional **late fee of \$15** will be added for each month the balance remains unresolved, in addition to the standard **\$65 tuition** for the current month. Please note that **tuition is required every month**, regardless of class attendance. The only exception to this policy is if a dancer has **formally withdrawn** from the program and intends to **re-enroll** during a designated intake period. We appreciate your **cooperation** in ensuring timely payments to maintain your dancer's continued participation in the program. **No exceptions** will be made to this policy.

### Performance Fees Policy

At Bougie Bosses Dance Company, performance fees are established to ensure that all scheduled performances are adequately funded and well-executed. Each year, performances will be carefully planned, and the associated costs will be calculated in advance. These costs will then be divided to determine the individual performance fee, which will be communicated to all dancers prior to the start of the season.

Please note that there are two distinct performance fees, and both must be paid in full for participation in the performance. It is important to understand that **tuition does not include the performance fees**. If the performance fees for your dancer are not paid before the season begins, the dancer will not be allowed to perform until all fees are settled. We appreciate your cooperation in ensuring that all performance fees are paid in a timely manner, allowing your dancer to fully participate in the scheduled performances.

## Payment Options

Bougie Bosses Dance Company provides the following convenient payment options:

- **Online Website (AutoPay or Payment):** Payments can be securely processed through our website. You have the option to set up automatic payments (AutoPay) or make payments without enrolling in AutoPay.
- **Tap Pay (In-Person):** We also accept payments via Tap Pay for in-person transactions.

Please note that **CashApp or Cash is not an accepted payment method.**

We kindly encourage timely payments through one of the available options to ensure the smooth operation and continued success of our programs.

## Uniform Ordering Policy

To ensure timely processing and delivery of uniforms, it is essential that all uniform orders are paid for promptly. Payment deadlines for uniforms are final, and unfortunately, we are unable to accommodate any extensions or changes to these deadlines. Therefore, it is important to adhere to the specified dates for payment and ordering.

For your convenience, monthly uniform payments can be broken down into two to four payments if better suits your financial needs. However, please note that all payments must be made by the 25th of each month.

If you need to place a late order, we encourage you to contact the designated point of contact for assistance. Please note that any orders placed after the deadline will incur additional shipping costs and fees, which will be your responsibility.

Uniforms will not be ordered unless they have been purchased in advance. As a result, your dancer will not be permitted to participate in performances until her uniform has been ordered and delivered. Additionally, each season requires the purchase of a new pair of tights and fishnets to maintain consistency with performance standards.

We kindly request that late orders not become a frequent practice, as they can disrupt the overall process and cause delays. Lastly, please be reminded that Bougie Bosses Dance Company apparel is not permitted to be worn at school to maintain a clear distinction between dance attire and academic clothing.

## Account Review and Dancer Termination/Withdrawal Policy

Upon receiving notification that a dancer has either voluntarily quit or has been terminated from the Bosses Office Dance Company, a comprehensive financial review of the dancer's account will be conducted. It is important to understand that if the dancer's account does not reflect a zero balance at the time of the review, no refunds will be issued. Any funds previously paid on behalf of the dancer will be forfeited and redirected to settle any outstanding charges or fees on the account.

Additionally, any items, including uniforms or merchandise, that the dancer has not yet received will also be forfeited. If the dancer later decides to return to Bosses Office Dance Company, it is a requirement that their account reflect a zero balance for reactivation to be considered.

Before reactivation is granted, a review by the Bosses Office Dance Company team will be conducted to ensure that the dancer aligns with our standards and expectations. Bosses Office Dance Company reserves the right to decline a dancer's request for reactivation at our discretion. This policy ensures that all accounts are maintained in good standing and upholds the integrity of our program. We strongly encourage dancers and their families to stay informed of account statuses to avoid any complications regarding termination, withdrawal, or reactivation.

## Age Divisions

Bougie Bosses age division range from 12-18.

## Practice Schedule

Bougie Bosses Dance Company holds regular practices twice a week throughout the season, on **Tuesdays and Fridays from 6:00 PM to 9:00 PM**. Following the general practice session, the **Battle Squad** will have an additional practice from **9:00 PM to 10:00 PM**. After tryouts, **Battle Squad practices** will shift to **Wednesdays** and will continue until the final week of July. In August, these practices will be held on **Fridays from 6:00 PM to the scheduled end time**. Additionally, starting in **August**, all dancers will participate in a **Technique Class on Wednesdays from 7:30 PM to 8:30 PM**.

Punctuality is essential for the success of our program. Dancers arriving after **6:10 PM** will be marked as tardy and will be required to complete additional exercises to make up for the missed training. Consistent attendance and timeliness contribute to a focused, disciplined, and effective practice environment, which is crucial for both individual and team development.

## Practice Structure

Each practice session is designed to ensure comprehensive skill development and team cohesion. The structure of practice will include the following components:

- **Conditioning:** The first 45 minutes to 1 hour of practice will focus on building strength, stamina, and flexibility through various conditioning exercises.
- **Stretching:** Dancers will engage in a thorough stretching routine to enhance flexibility, prevent injuries, and improve overall performance.
- **Review:** We will review material from previous practices to ensure retention and mastery of choreography.
- **Cuts (if applicable):** If cuts are necessary on a particular practice day, they will be made at the coach's discretion. It is important to note that **cuts are final**, and dancers can be cut up until the performance.
- **Teaching:** New choreography, technique, and other essential dance skills will be taught and practiced.

Please be aware that **participation in practice, possession of uniforms, and timely tuition payments** do not guarantee performance participation. Only dancers who meet the required standards and expectations will be eligible to perform. Dancers can be cut from the performance roster at any time, up until the performance date.

## Expectations of Dancers and Parents

## Respectful Behavior

At Bougie Bosses Dance Company, mutual respect is the cornerstone of our community. This applies not only to our coaches but also to fellow team members and oneself. We are committed to creating an environment that is nurturing and conducive to both learning and personal growth. In line with this commitment, we have a strict **zero-tolerance policy** for bullying, whether verbal, physical, or emotional. Each dancer is unique, with individual strengths and challenges, and we embrace these differences as vital components of our sisterhood.

Our primary goal is to foster a supportive atmosphere where every dancer feels valued and empowered. In this safe environment, dancers can express themselves confidently, take risks in their dancing, and count on their teammates for encouragement. A positive and encouraging atmosphere not only strengthens individual bonds but also enhances our collective team experience. This is what makes Bougie Bosses Dance Company truly special.

We also encourage open communication among dancers, coaches, and parents. If any dancer feels uncomfortable or experiences conflict, it is important that they address these concerns with a coach or a trusted teammate. By actively supporting one another, we reinforce the sisterhood that is at the heart of our company. Together, we can build a community that celebrates not only exceptional dancers but also confident, supportive individuals.

## Responsibility

Punctuality and responsibility are fundamental to the success of Bougie Bosses Dance Company. Dancers are expected to arrive **on time** for each practice session and attend all scheduled practices. Timely attendance reflects respect for the coaches, fellow dancers, and the team. Consistent lateness or absence disrupts the flow of practice and negatively impacts the team's progress. If a dancer anticipates being late or missing practice due to illness, family commitments, or other obligations, they must notify the coaching staff **at least four hours in advance**. This allows the coaches to manage the session effectively.

It is important to note that any missed material—such as choreography, technique, or instructions—will **not be retrained** in future practices. Dancers are responsible for catching up on any missed work by reaching out to fellow dancers or checking group communication channels.

Dancers must also **maintain their uniforms in good condition** as they represent Bougie Bosses Dance Company. Uniforms should not be worn outside of practice, including at school, to preserve their quality and significance.

For dancers needing to leave practice early, they are required to notify the coach **at least 48 hours in advance**. This advance notice ensures the practice session can be properly adjusted. **On-the-spot requests** to leave early will **not be permitted** unless prior notice has been given. Parents are kindly asked **not to contact the coach during practice hours** to request early departures unless the dancer has already communicated with the coach in advance.

Failure to adhere to this policy will result in consequences. **Continued lateness or failure to follow the communication procedures** will lead to **extra workouts** or additional practice time. We expect both dancers and parents to respect the time, effort, and commitment required to create a focused and professional environment.

## Health & Medical Policy

At **Bougie Bosses Office Dance Company**, the health and safety of our dancers are a top priority. To ensure a safe environment for all members, the following health policies must be followed:

- **Medical Disclosure**
  - All dancers must disclose any pre-existing health conditions (e.g., asthma, allergies, diabetes, etc.) to the dance company.
  - Parents/guardians must complete a **Health & Medical Information Form** before participation.
- **Medication Guidelines**
  - If a dancer requires medication during practice or performances, they must bring it with them.
  - Parents may choose to provide **extra medication** to be stored at the studio for emergencies.
  - All medication must be labeled with the dancer's **full name** and proper usage instructions.
- **Inhalers & Emergency Medications**
  - Dancers who use inhalers must **bring their personal inhaler** to each practice.
  - Parents may also provide an additional inhaler for the dance company to **keep at the studio** or for travel purposes.
  - All emergency medications (EpiPens, inhalers, etc.) must be clearly labeled with the dancer's **full name**.
- **Emergency Protocol**
  - If a medical emergency occurs, staff will follow the action plan provided by the parent/guardian.
  - In case of a severe emergency, **911 will be called immediately**, and parents will be notified.

## Academic Policy

Bougie Bosses Dance Company believes that academic success and artistic excellence are essential for the holistic development of our dancers. We recognize that academic responsibilities are just as important as dance commitments, and we encourage all dancers to manage their time effectively to excel in both areas. This policy outlines the academic expectations for our dancers, the support available, and the consequences for failure to meet these standards.

### Policy Guidelines:

#### *Academic Standards and Expectations:*

- Dancers must maintain a **minimum GPA of 2.5** (or equivalent) to ensure academic success while pursuing their dance training.
- Dancers are required to provide a **copy of their report cards** or **academic progress reports** to the director upon request.
- If a dancer's GPA falls below 2.5, they will be placed on **academic probation** until their grades improve.

#### *Academic Probation:*

If a dancer's GPA drops below the minimum requirement of 2.5, the following steps will be taken:



- The dancer will be placed on **academic probation** until grade improve.
- During this probation, the dancer must demonstrate **academic improvement**.
- If there is no significant progress, the dancer may face **suspension from performances** until grades improve.
- The dancer will be **allowed to practice** but will **not be permitted to perform** until their grades meet the required standard.
- Probation status will be reviewed at the end of the semester, and the dancer's progress will be reassessed.

### *Communication and Support:*

- **Open Communication:** Dancers are encouraged to inform the director if they encounter academic challenges that may interfere with their participation in dance activities.
- **Support Resources:** Bougie Bosses Dance Company offers resources to help dancers balance their academic and dance commitments, including:
  - **Study sessions**
  - **Homework**
- Dancers are strongly encouraged to take advantage of these resources and proactively address academic concerns.

### *Time Management and Responsibility:*

- Dancers are expected to manage their time effectively, prioritizing both academic work and dance practice.
- Dancers experiencing a **heavy academic workload** (e.g., finals, major projects) should notify the director in advance if they need time away from rehearsals or performances.

### *Consequences for Non-Compliance:*

Failure to meet the academic expectations outlined in this policy will result in the following:

- **First Offense:** A **formal warning** will be issued, and the dancer will meet with the director and their parents to create an action plan for academic improvement.
- **Second Offense:** The dancer may be **suspended from participation** in performances, rehearsals, or competitions until academic performance improves. They will be **allowed to practice** but will **not be permitted to perform**.
- **Third Offense:** If there is no improvement after the second offense, the dancer may be **removed from the company** until they are able to meet the required academic standards.
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### **Dress Code**

All dancers are required to strictly adhere to the Bosses Office Dance Company dress code to ensure uniformity, comfort, and functionality during training sessions. The dress code plays a vital role in maintaining a professional and disciplined environment while also promoting a sense of team unity.

**Practice Gear:** Dancers are expected to wear appropriate practice attire for every session. If dancers choose to wear shorts, it is mandatory to wear old shimmer toast underneath for added modesty and support. Dancers who do not have the designated practice gear may wear solid black bottoms as an alternative. Short shorts are not permitted; however, biker shorts or tights are acceptable, as they offer the necessary flexibility and coverage for dance practice.

- **Crab Dress Code:** Specifically for the Crabs, there is a specialized dress code in place. Crabs must wear solid white tops (**NO PICTURES NO WRITING JUST PLAIN**) that are personalized with their names, paired with black bottoms. Short shorts are not allowed, and only biker shorts or tights may be worn as bottoms.
- **Footwear:** Proper footwear is essential to ensure the safety and performance of every dancer. **Slides, Crocs, and house shoes are prohibited during practice.** Dancers must always wear tennis shoes or athletic shoes to provide the necessary support for dance movements and prevent injury.
- **Bonnets:** Bonnets are not allowed during practice sessions, as they can be distracting to both the dancers and coaching staff. The focus during practice should remain on technique, movement, and collaboration.

**Enforcement:** Strict adherence to the dress code is mandatory. Any dancer who is found to be out of dress code will be sent home immediately, with no exceptions. This policy ensures discipline, consistency, and professionalism within the team environment, allowing dancers to perform at their highest level. We appreciate your cooperation in following these guidelines to maintain the integrity of our program and the success of our team.

### Attendance policy

Attendance and punctuality are integral to the success of Bosses Office Dance Company. If a dancer is unable to attend a scheduled practice, it is imperative that they notify a staff member in advance. Any absence that is not pre-communicated will be classified as an unexcused absence. Unexcused absences are taken seriously and may result in disciplinary action upon the dancer's return to the team.

To ensure proper attendance tracking and allow the coaching staff to adjust practice plans accordingly, dancers must notify a staff member at least four hours in advance if they will be absent. It is critical that this communication takes place in a timely manner to avoid unnecessary disruptions and to maintain the discipline and structure of the team. A dancer who accumulates five unexcused absences during the season will be suspended from practice, which will impact her ability to participate in team activities and performances.

### Excused Absences

The following situations are considered excused absences:

- Legitimate school events (e.g., academic commitments, school performances)
- Illness (with appropriate documentation when necessary)
- Important family commitments (e.g., family emergencies, funerals)

Documentation or other supporting information may be required to verify an excused absence. Failure to notify a coach in advance of late arrivals will also be treated as an unexcused absence and may result in disciplinary action. This policy reinforces the importance of accountability, punctuality, and communication within the team, ensuring that all dancers uphold the professionalism and respect expected of them. We appreciate your cooperation in maintaining the integrity of our team's structure and success.

### Social Media Conduct

As a member of Bosses Office Dance Company competition team Bougie Bosses, it is essential that each dancer maintains a mindful and responsible presence on social media. Representing our company carries the responsibility of upholding the values and reputation we have worked hard to establish. Every dancer is an ambassador for Bosses Office Dance Company, and we expect all members to present themselves in a positive and respectful manner, both on and offline. Inappropriate content shared on social media, including but not limited to the use of profanity, twerking, engaging in or encouraging fighting, or any behavior that undermines the values of our organization, will not be tolerated. Any dancer found sharing such content will face serious

consequences, including conditioning exercises and the potential suspension from the dance company. These measures are put in place to ensure that we maintain a respectful and supportive environment for all members.

Furthermore, any dancer found using profanity while wearing the Bougie Bosses uniform will face disciplinary actions. The uniform will be confiscated until the dancer demonstrates a commitment to adhering to the standards expected of our members. During this period, the dancer will be required to wear solid black and white attire to practice. By adhering to these guidelines, we ensure that our community remains positive, professional, and focused on excellence. Your cooperation and commitment to maintaining the integrity of Bosses Office Dance Company, both online and in practice, is greatly appreciated.

### **Crab/Super Crab or New Girl**

After tryouts, dancers who are selected will initially be classified as "Super Crabs," which extends the probationary period by an additional five months. New members who join the team after the tryout phase will also enter a five-month probation period and are required to comply fully with all established rules and expectations. Any failure to adhere to these guidelines may result in suspension.

It is mandatory for all new members to have their names prominently displayed on their tops during practice. Additionally, new dancers will not receive practice gear until they have successfully completed either the five-month or nine-month probation period.

Proper dress code compliance is critical. If a dancer does not adhere to the required attire, they will be sent home. It is important that all dancers, especially Crabs, wear the correct attire to practice. Crabs are expected to give their full effort in dancing at all times unless directed otherwise. Traveling dancers must wear all black, along with the team jacket. Bougie Bosses gear is not to be worn until the probation period is complete.

### **Crossing Over/Probate (Beta Kappa Sigma Sorority)**

At Bougie Bosses Dance Company, each dancer begins their journey as a "Crab," symbolizing a new member of the Bougie Bosses Sorority. Dancers must successfully complete an entire season to advance from this stage. To achieve this, they must fulfill specific requirements, which include participation in a summer boot camp, as well as involvement in at least two parades and two performances.

Once these criteria have been met, dancers will be formally recognized during tryouts. Following successful completion, a dedicated probate ceremony will be held, during which dancers will receive a Line Jacket featuring a special name, officially marking their induction as Bougie Boss Dancers—referred to as "old heads."

It is important to note that only dancers who have earned their jacket and are official team members are permitted to wear a dancer line jacket. Any dancer found wearing a jacket they have not rightfully earned will have the jacket confiscated and must demonstrate the appropriate commitment to earn it back.

If a dancer fails to meet the necessary requirements for crossing over, they will be required to repeat their Crab year. Furthermore, any dancer who does not successfully cross over after two attempts will be removed from the team.

### **Parents: Your Actions Impact Your Dancer**



Parents are not permitted to observe practices, and it is essential that you refrain from interrupting or attending practice sessions. If a parent is caught observing, the dancer will be sent home immediately. Posting negative comments about Bosses Office Dance Company or its staff will also result in suspension for the dancer.

All practices are closed to parents, and attendance at mandatory meetings is crucial for maintaining your dancer's standing with the team. Any absence from such meetings will affect the dancer's status and ability to participate.

Parents are responsible for ensuring that their dancer arrives on time for practices. If a dancer is expected to be late, please communicate this with the coach in advance. Any late arrival will result in the dancer needing to stay for the full duration of practice. Please avoid texting coaches to ask about the end time of practice, as the dancers will only be dismissed when the coach deems it appropriate.

### Contacting Staff

Parents are not permitted to contact any staff member by phone. All inquiries should be directed via email or WhatsApp, and communication should be kept concise and respectful.

By adhering to these guidelines, we foster a disciplined, respectful, and professional environment that allows our dancers to thrive both on and off the floor. Thank you for your understanding and cooperation in making Bosses Office Dance Company the best it can be.

### Consequences for Not Meeting Expectations

Failure to meet expectations may result in:

- Additional **conditioning**.
- **Benching** from a performance.
- **Suspension** from the team.
- **Removal** from the team after repeated offenses.

### Fundraisers

Bosses Office Dance Company organizes fundraising events before each season to support the financial needs of our program. These funds are critical in covering essential expenses such as uniforms, competition fees, parade participation, and other necessary program costs. Independent fundraising activities outside of the designated events are strictly prohibited. While we encourage initiative, any fundraising efforts must not use the Bosses Office Dance Company name without prior approval.

Participation in the official fundraising events is mandatory for all members. Dancers who opt out of these fundraisers will be responsible for covering the costs of their uniforms and any other necessary fees independently. If you have any questions or require further clarification regarding fundraising, please do not hesitate to contact us.

### Hair & Makeup Policy

At Bosses Office Dance Company, we prioritize consistency and professionalism in appearance, particularly when it comes to hair and makeup. All dancers are required to have two approved wig styles: a 4x4 or 5x5 closure Body Wave Wig (no shorter than 20 inches) and a Deep Wave Bob Wig. These wigs must be made of

human hair only; synthetic wigs are not allowed. Both wig styles are available for purchase on Amazon. Any variations to this requirement will be communicated through the parent group chat, so please stay updated.

Additionally, each dancer must have a Small Vanity Mirror (available on Amazon) and the following makeup essentials:

- Foundation
- Two concealers (one two shades lighter than their skin tone and one that matches)
- Eyebrow pencil or pomade
- Lip liner
- Highlighter
- Blush
- Lashes (available on Amazon)

A makeup class will be conducted every summer to teach the dancers how to apply their base makeup effectively. Coaches will provide eyeshadow only.

### Performance Week & Days

During **performance week**, practice is mandatory every day to ensure that each dancer is fully prepared for their performance. **Attendance is non-negotiable**—if a dancer misses any practice during competition or parade week, they will **not** be permitted to perform. Performance instructions will be provided **one week in advance**, along with a checklist for mandatory bag checks conducted every performance weekday prior to the actual performance. Dancers will be assigned specific meeting times, and **punctuality is essential**. Practices and departures will be on schedule, regardless of any late arrivals.

**Hair** must be styled the day before the performance, so please plan hair appointments accordingly during the week leading up to the event. If a dancer wishes to wear a bonnet, it must be **solid black or royal blue**. All dancers are expected to have their **makeup kit packed in their bag**, and **older dancers** should arrive with their makeup base already applied or bring the necessary makeup in their bags (coaches will only apply

## Contact Information

If you have any questions or require further assistance, please do not hesitate to reach out to us through the following channels:

### Staff Contact:

- Director/Coach Brionna: Available via WhatsApp or Business Email

### Business Contact Information:

- **Website:** [www.bougiebossesdc.net](http://www.bougiebossesdc.net)
- **Email:**
  - [BougieBossesDanceCompany@gmail.com](mailto:BougieBossesDanceCompany@gmail.com)
  - [Thebossesoffice@bougiebossesdc.net](mailto:Thebossesoffice@bougiebossesdc.net)
  - [BossesOfficeDanceStudio@gmail.com](mailto:BossesOfficeDanceStudio@gmail.com)
- **Social Media:**
  - **Facebook:** Bougie Bosses Dance Company
  - **Instagram:** @bougiebossesdc\_
  - **Instagram:** @thebossesofficedc\_

## Contract Agreement

### **Commitment:**

The dancer commits to attending all scheduled rehearsals, performances, and team events. It is the responsibility of the parent or guardian to ensure that the dancer adheres to this commitment and provides the necessary support to facilitate attendance and participation.

### **Financial Obligations:**

The parent or guardian is responsible for the timely payment of all fees associated with the dance team, which may include performance fees, uniform costs, and any other related expenses. Failure to settle these fees by the beginning of the season may impact the dancer's eligibility to perform. Additionally, the parent or guardian must ensure that the dancer possesses all required uniforms and equipment as specified by the program, and that these items are maintained in good condition throughout the season.

### **Code of Conduct:**

Both the dancer and the parent or guardian agree to comply with the guidelines and behavioral expectations outlined in the Bougie Bosses Dance Company handbook. It is essential to maintain a respectful attitude towards coaches, fellow dancers, and all individuals involved with the team at all times.

### **Termination:**

In the event of a violation of the contract terms or other legitimate grounds, either the company or the dancer/parent/guardian may terminate this agreement by providing written notice in advance.

By signing below, you acknowledge that you have read, understood, and agree to abide by all rules and regulations stated in the Bougie Bosses Dance Company handbook. All policies must be followed from this day forward.

**Welcome to the Bougie Bosses Dance Company!**

\_\_\_\_\_  
(Parent/Guardian Signature)

\_\_\_\_\_  
(Dancer Signature)

\_\_\_\_\_  
(Date)

Shoe Size \_\_\_\_\_ Top Size \_\_\_\_\_ Bottom Size \_\_\_\_\_ Bra Size \_\_\_\_\_