

KG students Hand Book 2021-2022

**PROVENCE
LANGUAGE SCHOOL**



HANDBOOK



2021 - 2022

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SCHOOL VISION AND MISSION

Vision

Our vision is to provide a high quality education in a safe and caring environment which students can be able to attain their full potential through creativity, engagement and personal growth

Mission

Our mission is to cultivate, to inspire and to empower young minds to be ready for a life time learning journey.

Core Values

Respect, honesty, tolerance, integrity, kindness, trust, cooperation, confidence, curiosity, commitment, creativity, empathy, enthusiasm and appreciation

SCHOOL HIERARCHY

School principal

MISS. REHAN ADEL AL SHARKAWY

*Kindergarten
Stage
Director*

*Primary &
Preparatory
Stage Director*

MRS. MARWAH
HAMDI

MRS. SONIA
ABUZEID

Wish you a very fruitful year and always there
for the benefit of your child

Notes for parents

***School System & Application:**

- LMS program (learning management system)

Is an online program to facilitate communication between parents and school. Both Parents and students will be provided with a username and password. Please check it daily.

- Mobile application: Provence school is a mobile application between parents and school. Parents will be provided with a username and password. Please check it daily.



***School timing:**

- Kindergarten stage:

The school day begins at 8:30 am and ends at 2:30

***Early leave and late arrival policy:**

-Early Leave:

- It is very important for students' academic and social success at school that they arrive on time in the morning so that they benefit fully from our program.

- Likewise it is important that our students are picked up promptly at the end of their school day as they had a long day and are tired, hungry and ready for home.
- Parents should call before 12:00 Pm if they would like to pick up their son/daughter early. This permission should only be used in cases of emergency and is subject to approval from the academic director.
- Parents of students who travel by bus should inform the transportation department about early departures before 12:00 pm.



-Late arrival:

- The school gate is closed 8:45 AM for KG stage.
- If the student is late because of traffic, fog, rain or any other urgent incidents, parents should call the reception or stage coordinator to ask for permission to be tardy.
- If the student is late more than 3 times per month, a warning letter will be issued (on LMS or Mobile application) and the student will not be permitted to enter the school the following time.
- Parents who arrive at school before dismissal time to pick up their children will not be permitted inside the school premises, to avoid disruptions to the students' day.
- Parents are not allowed to enter the classrooms or talk to the class teachers or the co- teachers at the end of the day. They are permitted only to pick up their children from the car/bus designated area.

***Learning support classes:**

Provence school provides students who require extra attention with remedial classes during break time or activity sessions.



***Students' progress reports:**

The Student's progress report is a semester report for KG students and a semi semester report for Primary and Preparatory students distributed every term to enable the parent to be aware of their students' academic level in addition to their participation,

Assignment, presentation, projects, attention, punctuality and oral evaluation in class.



***Seating plan:**

Class teachers are responsible for changing the students' seating plan fortnight to enable all students to rotate in the classroom. Students with medical conditions – glasses or operations – should submit a medical report to be revised by the school medical center.



***Deadlines:**

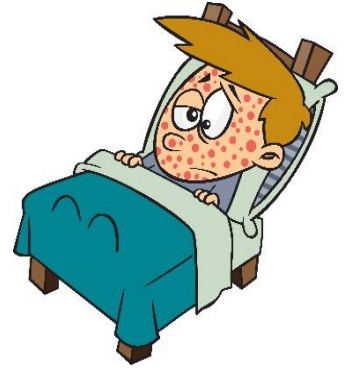
Raising our students to respect the value of time, please observe and respect the deadline of submitting homework, projects, reports, reserving activities and trips in addition to returning back any circulars that need signature.

***Punctuality and absence regulations:**

- Students are required to bring medical report from their doctors or hospitals in case of absence for any illness.
- If the student is absent more than 3 days without a medical certificate, the school doctor will examine him/her before entering the classroom.
- If the illness requires 14 days of absence or more, it is the parent's responsibility to submit the medical certificate to the school doctor for approval to consider the absence excused. Bus matrons will not pick students up and they should be accompanied by their parents after the days of absence to the stage administration to be directed to the school clinic to decide whether to stay in class or leave with their parents.
- According to the Ministry of Education rules, if a student is absent for fifteen consecutive days or thirty separate days, he/she will not be registered in governmental records.
- In case of travelling abroad, the student should have prior permission from the academic director. Departure and arrival stamp on his/ her passport should be submitted to the stage office. If not, all absence days will be considered unexcused absence.



N.B: Absence with no written document, medical certificate or passport affects the student's marks as follows:



Absence with no Written excuse	marks deducted
1 day	No marks deducted
2 & 3 days	Half a mark deducted
4 & 5 days	1 mark deducted
6 days or more	2 mark deducted

***Medical Center:**

The school provides a medical clinic to deal with any emergencies and any injuries that may occur during the school day. The school clinic is not a general clinic, therefore it is not responsible for treatment of children or writing diagnosis to children who are already ill.

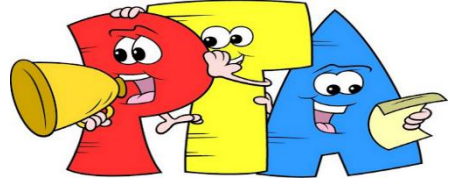
N.B: no medications should be sent with the students under any circumstances for the safety of the students.

Lost and found.



***Lost and found:**

There is a “lost and found” department for any lost belongings. Children can refer to this department to find their lost items. Labelling all students’ belongings can help avoid this problem.



***Parents Teacher Association (PTA):**

School welcomes all parents who volunteer to put their skills to work within their children’s school and become members of the parents teacher Association.

The board of directors has the right to object to the name of the member in case of inappropriate participation.

There will be meetings that will be held once per month.

***Change of address or phone numbers:**

There will be an information update sent with the student at the beginning of the year with all the information needed for the school to be filled and returned back. For any changes that may happen, please notify the school immediately.

***Student picked up by parents:**

Each student will be supplied with 2 copies of a parent pass. These parent passes should be available with whoever picks up the student daily or in emergency cases.

***Cellular phones:**

Cellular phones are completely prohibited.

***School uniform:**

N.B: SCHOOL WILL PROVIDE EACH STUDENT WITH AN ID CARD WHICH IS A MUST TO BE WORN DAILY FOR THE SAFETY OF YOUR CHILD

For boys: A neat short hair cut is a must.

For girls: Hair tied with a band is a must.

Accessories, nail polish, piercing, hair dye and make up are totally forbidden.



stage	formal	Sportive
kindergarten	<ul style="list-style-type: none">• A yellow Polo T-shirt + a dark gray formal trousers for summer.• A yellow heavy Polo sweatshirt + a dark gray formal trousers+ Melton jacket for winter• Plain black or gray shoes.•	<ul style="list-style-type: none">• A royal blue cotton T. shirt + a dark gray Melton shorts.• A royal blue cotton T. shirt + a dark gray Melton trousers + Melton jacket for winter• Plain black , gray or white trainers

***Open door policy:**

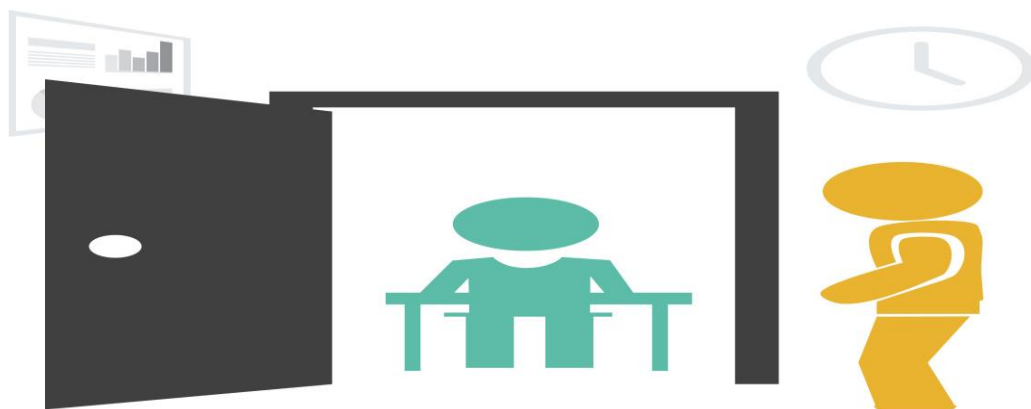
The school administration welcomes any inquiries, comments and complaints through the following steps:

- LMS message.
- Notebook message (for KG stage only).
- A cell phone call to stage Co-coordinator
KG coordinator contact: 01061011149
- A phone call to the public relation (PR). Your issue will be directed to the stage administration for a solution.
P.R. contact: 01062012227
- There will be an assigned day for each stage for personal meetings with either teachers, supervisors in the headmistress 'office. Stage should be notified at least a day before the meeting in order to maintain discipline for the educational process and to avoid any interruption.

School contacts:

Land line: 0223101361 /67/ 68

Cellphone: 01278888604



School activities



*Clubs and extra activities:



Believing in the different potentials and talents that each and every student possesses, we have assigned timing each week for optional activities that the children choose at the beginning of each term to enjoy practicing their own hobbies and skills. These activities vary to cover all interests as follows:

(fitness - green hands - etiquette - young chefs - crafts - computer - scouts - music - readers - writers - young scientists - weavers - potters – tailors-قران & فن الخط العربي)

(Activity starts with at least 2 students or child will be asked to choose another activity)

***Trips:**

Trips play an important role in strengthening relationship between teachers and students in addition to the fact that they refresh students after weeks of academic work, so, school organizes trips for each stage that is suitable for their age and interests.



***Presentation days:**

Kindergarten parents are most welcomed to accompany their children and experience a whole day with them. Open days take place during the second term. Notification will be sent to parents beforehand to declare the timing for each class.

***Annual event:**

After a long year full of work, Provence faculty and students will be proud to invite you to attend the annual event to witness the progress that we have all worked on throughout a whole year to achieve.



Code of conduct



Type of problem	Occurrence	Penalty
Tardiness (arriving late to school)	1 st time 2 nd time 3 rd time 4 th time	(remember: being punctual helps you manage your time) <ul style="list-style-type: none"> • Verbal warning. • Miss half the break. • Break detention. • Deprived from the first session.
Out of school uniform	1 st time 2 nd time 3 rd time 4 th time	(remember: respecting the rules builds commitment) <ul style="list-style-type: none"> • Verbal warning. • Miss half the break. • Break detention. • Student will not enter class until parent brings the uniform.
Cell phones	1 st time 2 nd time 3 rd time	<ul style="list-style-type: none"> • Cell phone will be confiscated for two days. • Cell phone will be confiscated for two weeks. • Cell phone will be confiscated for the whole term.
Cheating	1st time 2nd time 3rd time	<ul style="list-style-type: none"> • Ethical warning. • Inform parents. • School decides the appropriate action.

Misbehavior	1 st time 2 nd time 3 rd time 4 th time 5 th time Repeated action	<ul style="list-style-type: none"> • Verbal warning. • Break detention with extra work • PE retention • Parents conference to sign a consent form • In school suspension (1 day) • School decides the appropriate action (N.B: misbehavior affects your conduct marks)
Fighting Bullying Harassment	1st time 2nd time 3rd time Repeated action	<ul style="list-style-type: none"> • Break detention. • Inform parents. • Parents conference to sign a consent form • School decides the appropriate action. (fighting, bullying and harassment affect your marks)
Vandalism to	Colleagues' properties School properties (1st time) (2nd time)	<ul style="list-style-type: none"> • Verbal warning & compensate colleague with a similar item • Parents conference to sign a consent form • Parents' conference to sign a consent form + pay for damage.



Bus regulations



Your safety is one of our main concerns, so, follow these rules:

- You wait for the bus, the bus does not wait for you.
- Obey the bus matron.
- Talk quietly, do not shout or sing.
- Keep aisles clear of books and bags.
- Stay in your seat, do not move while the bus is moving.
- Do not put your hands or head out of the window.
- Keep the bus clean.
- Matrons will assign your place in the bus which is unchangeable.
- No conversation with the bus driver.
- (for parents)Complains should be directed to the school administration only not to the driver or the matron.
- Direct yourself immediately to the bus after the bell rings,
- No changes in the bus is granted unless a written request and signed by the parent is delivered to the stage and approved by the stage director.
- In case a different person will receive your child, the stage should be notified at 12 o'clock maximum and the person should show his\her ID to the matron before receiving the child.
- No bullying or fighting or student will be deprived from the bus service for at least a day or according to what the administration decides.
- Students who suffer from any contagious disease will not be allowed to ride the bus for the safety of the child and all other children.

(HAVE AN ENJOYABLE SAFE TOUR)

Trips regulations

- School formal uniform is a must. Students who are out of uniform will not be allowed to go to the trip and their parents will be called to pick them up.

- Students should be wearing their IDs.

Registration for the trip should be within the assigned date for a perfect organization and reservation of places and meals .

No registrations will be accepted on the same day of the trip

- Neither parents nor relatives are allowed to accompany or meet their children in the trip.

- Parents are not allowed to drop their children to the place of the trip neither can they pick them up from the trip.

Students will leave and return back to the school where they can meet their parents.

- School has the right to prevent students who misbehave from going to the trip.

- Students who misbehave during the trip will be prevented from joining the upcoming trip.

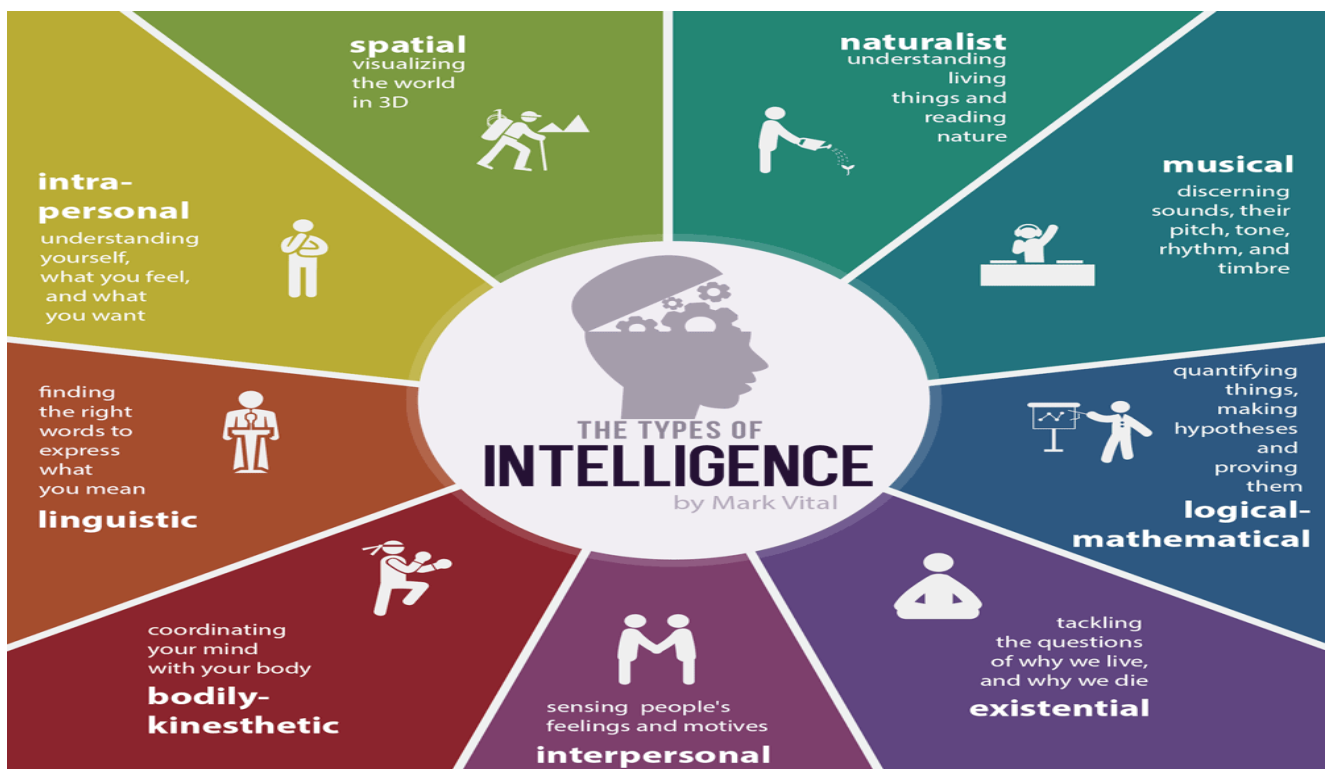
- Children who are sick or suffering from fever, vomiting or any contagious disease will not be allowed to go to the trip for their own safety and the safety of their own colleagues.



From the heart to the heart

(Discover your child)

Have you ever witnessed a child who faces difficulties in math? Have you ever heard a mom complaining about her child's capabilities to memorize spelling? Have you even tried it yourself that you weren't able to master writing skills? Then you thought it was your mistake, you underestimated yourself, your parents put all the blame on you so as your teachers. Things were getting even worse, you hated the subject and unconsciously you were unable to grasp even the simplest parts of it. An old, repeated scenario that most of us had witnessed when we were students. You wouldn't want the same to happen to your precious gifts, your children! Fortunately scholars and practitioners have studied this and came up with wonderful conclusions. Almost eighty years after the first intelligence tests were developed, Howard Gardner challenged the view that something called "intelligence" could be objectively measured and reduced to a single number or "IQ" score. Here are Gardner's eight comprehensive categories or "intelligences":





Multiple Intelligences Creative Examples

- **Linguistic Intelligence:** The capacity to use words effectively, whether orally as a storyteller, orator, or politician or in writing as a poet, playwright, editor, or journalist. Shakespeare, Charles Dickens, Taha Hussein, Winston Churchill were clear examples if you do not mind your child may be one of those successful people.
- **Logical-Mathematical Intelligence:** The capacity to use numbers effectively as mathematician, tax accountant, or statistician and to reason well as a scientist, computer programmer, or logician. Pythagoras, René Descartes, Albert Einstein, Archimedes, al-Khwarizmi are logical intelligent examples.
- **Spatial Intelligence:** The ability to perceive the visual-spatial world accurately as a hunter, scout, or guide and to perform transformations upon those perceptions as an interior decorator, architect, artist, or inventor.
- **Bodily-Kinesthetic Intelligence:** Expertise in using one's whole body to express ideas and feelings as an actor such as Omar Sherif, a mime, an athlete such as Cristiano Ronaldo, or a dancer such as Diana Vishneva, and facility in using one's hands to produce or transform things as a craftsperson, sculptor such as Picasso and Donatello, mechanic, or surgeon such as sir Magdi Yakoub).
- **Musical Intelligence:** The capacity to perceive as a music aficionado, discriminate as music critic, transform as a composer such as Beethoven and Omar Khairat.
- **Interpersonal Intelligence:** The ability to perceive and make distinctions in the moods, intentions, motivations, and feelings of other people. Those are people of great presence and influence on other people such as Gandhi, and Oprah Winfrey.
- **Intrapersonal Intelligence:** Self-knowledge and the ability to act adaptively on the basis of that knowledge such as Cleopatra, Anne Frank and Aristotle.
- **Naturalistic Intelligence:** The ability to easily recognize and classify plants, animals and other things in nature Charles Darwin, Steve Irwin.

So, let your children enjoy, let them exceed and excel. Let them catch the trade wind and sail even beyond your expectations. Do not kill their potentials. It is only your responsibility to help them discover themselves, discover their strength points and explore their potentials.

BACK TO SCHOOL MEALS



BREAKFAST

Cereal high in fiber like Cheerios, with fresh fruit
Scrambled eggs and veggies wrapped inside a tortilla



LUNCH

Meat and cheese kabob with side of pita bread
Greek yogurt
Assortment of fruit + veggies



SNACKS

Mashed banana and peanut butter on a whole wheat wrap
Bagel or rice cake with hummus and cucumber



AFTER-SCHOOL SNACKS



Homemade oatmeal cookies
Guacamole and whole wheat tortilla chips
Pizza bagels with tomato sauce and cheese





October



SUNDAY

MONDAY

TUESDAY

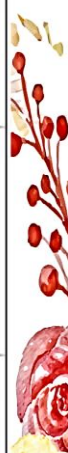
WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
First day of school						
17	18	19	20	21	22	23
		Prophet Mohammed birthday				
24	25	26	27	28	29	30
31						



2021



Note: Fear makes the wolf bigger than it is.

GIFTED VERSUS TALENTED

Gifted means
having exceptional
talent or natural
ability

Gifted learners
have outstanding
abilities in one or
more academic
subjects

Students show
aptitude for
subjects like
maths, science,
history, geography

Talented means
having a natural
aptitude or skill for
something

Talented learners
have exceptional
abilities in one or
more practical
subjects

Students show
skills in areas like
dance, music,
arts, design,
sports, etc.



Cheer up your child is one of these anyway



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4 KG Colors festival	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25 KG trip	26	27
28	29	30				

NOTE: If opportunity didn't knock, build a door



How can I help my child **SUCCEED** in school?

Stay involved and feel free to
contact your child's teacher
with any questions or
concerns.

Ask your children
about school and
encourage them to talk
about their day.

Do not talk negatively
about your child's
teacher or school.

**Read with your
child every night.**

Make sure your child is getting plenty of
sleep and is ready for school each day.

Help your child
with his/her
homework
every night.

Teach your children to
be responsible for
their actions and their
schoolwork.



December

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	Fancy dress party	24	25
26	27	28	29	30	31	



براعة اللغة العربية



بيت تشابه فيه نطق بعض الكلمات وتختلف في المعنى

ولما كل متي كلمتي

طرقت ' الباب حتى كل متي

فقلت يا أسما عيل صبري

فقلت يا إسماعيل صبراً

أبيات تقرأ من اليمين للذم

حرموا فما نالوا الذي طلبوا

رتب لهم حطت فما رفعت

خلق لهم تمت وما وهبوا

عطب بهم أودى فما سلموا

كسدوا فما نرضى الذي جلبوا

كسبوا فما شيم لهم حمدت

و نفس الأبيات من اليسار للمدح

حمدت لهم شيم فما كسبوا

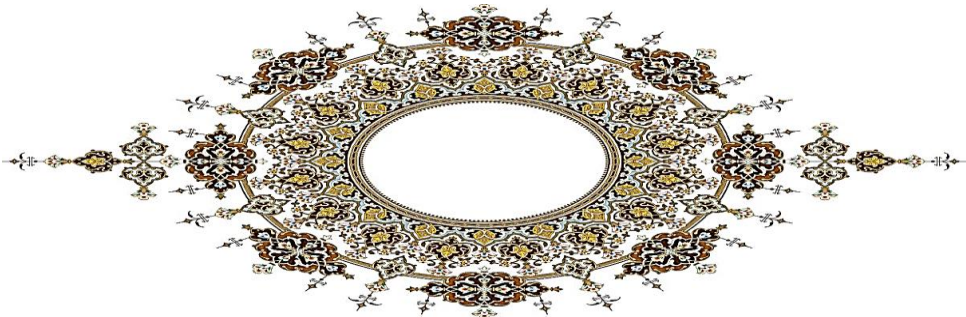
جلبوا الذي نرضى فما كسدوا

سلموا فما أودى بهم عطب

وهبوا وما تمت لهم خلق

رفعت فما حطت لهم رتب

طلبوا الذي نالوا فما حرموا



January 2022

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4	5 Red nose day	6 Coptic charismas day	7	8
9	10	11	12	13	14	15
16	17 100 days of school	18	19	20	21	22
23	24 International day	25 Revolution day January 25	26	27	28	29
30	31					

You never know what light you might spark in others
just through your kindness and your example - Jennifer Rockwood



TRICKY MATH



Once upon a time there was a merchant who traded in wheat. He was proud himself and he thought he was the cleverest of all. His news reached the king of this land, so he invited him to his palace for a bargain. The merchant prepared himself for the invitation and he couldn't sleep that night thinking about the great benefits that he could have from his bargain with the **king**.

The next day, the merchant headed for the king's palace and he was invited to the crown room. The king offered him his bargain which is that the king would give the merchant a sack of 100 dinars each day for sixty four days and would take a grain of wheat for the first day, 2 grains of wheat for the second day, 4 for the third and double the amount of wheat of the previous day each time till they reached the last day. The merchant got amazed from the offer and thought it was the bargain of his life. he accepted immediately. The first day he gave the king the grain and took the dinars. the second day he took the 100 dinars for the two grains of wheat and so on. It worked well the first few days until the merchant discovered how fool he was to accept this bargain when his fellow helpers told him that all the wheat they have in the stores will not be enough to complete the bargain with the king !!!!

here is how they explained it:

day 1..... 1 grain	day 2..... 2 grains
day 3.....4 grains	day 4..... 8 grains
day 5.....16 grains	day 6..... 32 grains



and so on until the sixty fourth day in which they should prepare 9223372037000000000 grains of wheat



This is exactly how the merchant felt. He knew he was a fool to accept this bargain without thinking about it. But as a clever merchant he thought of a wonderful solution for this problem!?

He asked the king to send his men to count the amount of grains he deserves to take.

“Who do you think is the cleverest; the merchant or the king?”

Learn Math so that nobody can trick you



February

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
First day of second term						
27	28					

Note: Nothing is impossible to the willing mind.

Easy vs. difficult

Easy is to get a place in someone's address book
Difficult is to get a place in someone's heart

Easy is to judge the mistakes of others
Difficult is to recognize our own mistakes

Easy is to talk without thinking
Difficult is to refrain the tongue

Easy is to hurt someone who loves us
Difficult is to heal the wound

Easy is to forgive others
Difficult is to ask for forgiveness

Easy is to set rules
Difficult is to follow them



Easy is to dream every night
Difficult is to fight for a dream

Easy is to admire a full moon
Difficult to see the other side

Easy is to stumble with a stone
Difficult is to get up

Easy is to enjoy life every day
Difficult is to give its real value

Easy is to pray every night
Difficult is to find God in small things

Easy is to show victory
Difficult is to assume defeat with dignity





March

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3 KG trip	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24 Arabic day	25	26
27	28	29	30	31		

Note: Lost time is never found again.

A close-up photograph of hydrangea flowers. The top part of the image shows a cluster of pink flowers, while the bottom part shows a cluster of white flowers. A single green leaf is visible between the two clusters.

Mom

For all the times that I forgot to “thank you,”
For all the special, little things you do,
For all the words that sometimes go unspoken,
I need to say, “I love you, Mom... I do.”

I love you for the way you stop and listen,
And for your support throughout the years,
For teaching me the meaning of compassion,
And sharing in my triumphs and my tears.

And if, at times, I may have seemed ungrateful,
I want to say, “I truly hope you see,
That nothing you have done has been forgotten,
And day by day, you mean more to me.”



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
				Oriental Night		
17	18	19	20	21	22	23
24	25	26	27	28	29	30
	Saini liberation day			Easter day		

13 bee facts you didn't know

Let's start with the facts. These 13 facts cover some of the basic functions and traits of your average bee. In addition, we'll review some key information about bees in general. Time to get started.

1. Bees have five eyes and six legs
2. Honey bees live in hives (or colonies). The members of the hive are divided into three types: Queen, Workers, and Drones.
3. There are more than 20,000 species of bees.
4. Bees can see all colors except red. That and their sense of smell help them find the flowers they need to collect pollen.
5. The average beehive can house around 50,000 bees.
6. Each bee has 170 odorant receptors, which means they have one serious sense of smell.
7. Worker bees go from one flower to another, collecting nectar. In one collection trip, a bee visits 50 to 100 flowers.
8. Carpenter bees create tunnels that usually look about one or two inches deep, but they can be up to 10 feet long.
9. The queen bee lays all of the eggs in a colony. At the height of the season, she may lay over 2,500 eggs per day.
10. Honey bees are great flyers. They fly at a speed of around 25km per hour and beat their wings 200 times per second.
11. It takes 21 days for an egg to develop into an adult bee.
12. Honey bees pollinate more than 100 different crops in the U.S.
13. Over the past 15 years, colonies of bees have been disappearing, and the reason remains unknown. In some regions, up to 90% of bees have disappeared.





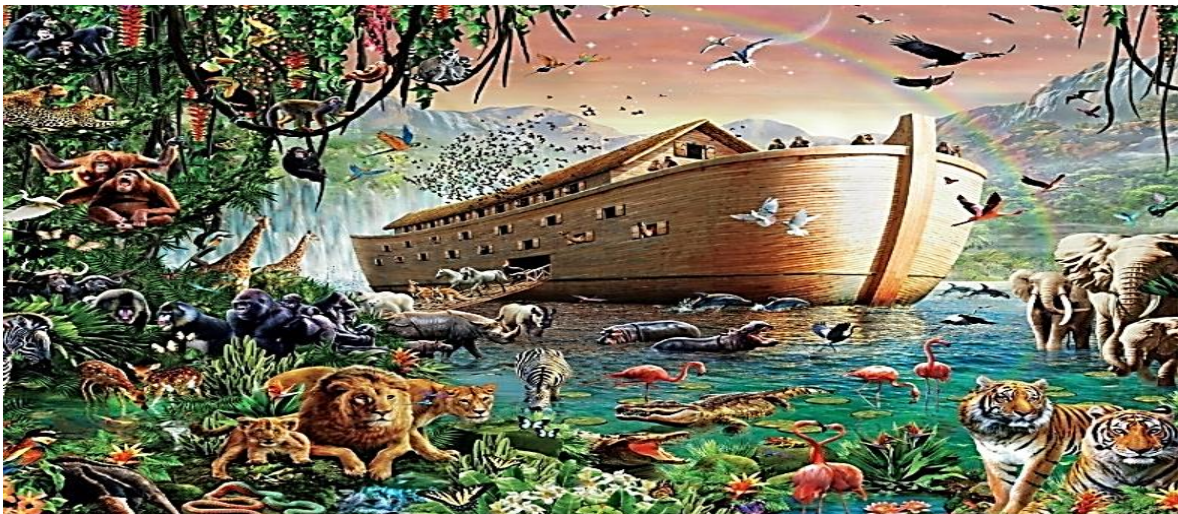
May

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4	5	6	7
Labors day		AL Fetr feast Holiday				
8	9	10	11	12	13	14
English day				Spelling Bee		
15	16	17	18	19	20	21
22	23	24	25	26	27	28
				KG trip		
29	30	31				

Note: You can't pour from an empty cup.

Everything I need to know in life comes from Noah's ark

1. Plan ahead. It wasn't raining when Noah built the ark.
2. Stay fit. When you're 600 years old, someone might ask you to do something really big.
3. Don't listen to critics. Do what has to be done.
4. Build your future on the high ground.
5. For safety's sake, travel in pairs.
6. Two heads are better than one.
7. Speed isn't always an advantage. The cheetahs were on board, but so were the snails.
8. When you're stressed, float for a while.
9. Don't forget that we're all in the same boat.
10. When the doo-doo gets really deep, don't sit there and complain— shovel!
11. Stay below deck during the storm.
12. Remember that the ark was built by amateurs & the Titanic was built by professionals.
13. Remember that the woodpeckers INSIDE are often a bigger threat than the storm outside.
14. No matter how bleak it looks, there's always a rainbow on the other side.
15. **DON'T MISS THE BOAT!!!!**





June

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2 Annual Show	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29 June 30 revolution	30		

Note: beauty begins the moment you decide to be your self

time!