

HOLY INNOCENTS'

PRIMARY SCHOOL

NEW FAMILY CHECKLIST

VISIT THE NEW FAMILIES WEBPAGE + YOUR PERSONAL PROFILE ACCOUNT (myHIES)

Bookmark the New Families Webpage at www.hies.org/new-families. All forms and information you need as you prepare for your journey at HIES will be available there.

You will be able to log-in to myHIES later this summer; you will receive an email with your username and temporary password. You'll want to verify your contact information and explore the Resources tab, which includes zip code lists, the HIES handbook, parent volunteer sign-up forms and more. This will also be your portal for view your child(ren)'s, schedule, calendar, grades and comments from teachers.

CONNECT WITH YOUR NEW FAMILY LIAISON

Each Primary School grade has an assigned New Family Liaison (NFL). This HIES parent will serve as your primary parent contact and is an important resource for your family as you transition into life at HIES.

PK3 – Rachel Myslinski: rachelmyslinski@gmail.com

PK4 – Laurie Knowles: knowles3@mac.com

PK5 – Candace Hiller: candacehiller@gmail.com

Kindergarten – Kristi Marshall: kristiweaver@yahoo.com

SUBMIT PHYSICALS/HEALTH FORMS

Holy Innocents' Episcopal School uses Magnus Health, a HIPPA and FERPA compliant online database. Please complete all Magnus forms at www.hies.org/new-families for each enrolled child within two weeks of enrollment. These forms are required for school attendance.

GET TO KNOW OUR TUITION BILLING AND PAYMENT SYSTEM

We use FACTS Management services for all tuition and billing. All payments are made directly to FACTS. Please reach out to Crystal DeBotte at crystal.debotte@hies.org with any questions.

BUY YOUR UNIFORMS

Students in grades **PK5 through 12** wear the required Holy Innocents' school uniform. Our uniform provider is Mills Uniform, located in the Exchange at Hammond Road in Sandy Springs (near Whole Foods). You may also visit their website. Our school code is 3559.

The HIES used uniform store, the Bear Wear House, sells gently worn uniforms and is located in the stone house (HIES Alumni Hall). The store will be open on Wednesdays, from 7:30 - 10 a.m.

The HIES Campus Shop, located in the Upper School Riley building, sells all Holy Innocents' spirit and outerwear. The Campus Shop will be open during the New Family Picnic from 4:45 – 6 p.m. to get some pridewear!

❑ **REST EASY—YOU DON'T HAVE TO GET SUPPLIES!**

There is no need to purchase school supplies or a book-bag before the school year begins.

PK3 students will receive their Holy Innocents' book-bag during their first week. Children in grades **PK4**, **PK5** and **Kindergarten** will receive their Holy Innocents' book-bag, filled with the necessary supplies on their first day of school.

❑ **READ EMAILS**

Read emails from Mr. Greg Kaiser, Primary School principal, for important information.

❑ **REGISTER FOR HIES BEAR CAMPS**

HIES Bear Camps (*PK5 and up*) offers a variety of enriching summer experiences from soccer camps to sculpture and music camps to academic camps. See all of the different camps and register at www.hies.org/bearcamps

We Home to HIES!