

# HOLY INNOCENTS'

## LOWER 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](http://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. Please reach out to Liz King at [liz.king@hies.org](mailto:liz.king@hies.org) with any questions.

#### SUBMIT PHYSICALS/HEALTH FORMS

Holy Innocents' Episcopal School uses Magnus Health, a HIPAA and FERPA compliant online database. Please complete all Magnus forms at [www.hies.org/new-families](http://www.hies.org/new-families) for each enrolled child by Aug. 1.

#### 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](mailto: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., beginning in early August.

The HIES Campus Shop, located in the Upper School Riley building, sells all Holy Innocents' spirit and outerwear.

#### REST EASY—YOU DON'T HAVE TO GET SUPPLIES YET!

Although you do need to supply your child with a back-pack, there is no need to purchase school supplies before the school year begins. Your child's school supplies will be ordered by the school and made available to you in their first week of school.

❑ PICK UP YOUR FIFTH-GRADE LAPTOP THE FIRST WEEK OF SCHOOL

All fifth-grade students will receive an Apple MacBook Air. Fifth-grade students will receive their laptops in class during their first week of school. Contact Steven Vettese, director of technology, at [steven.vettese@hies.org](mailto:steven.vettese@hies.org) with questions.

❑ 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\*\*](http://www.hies.org/bearcamps)

**Welcome Home to HIES!**