



EPISCOPAL FREQUENTLY ASKED QUESTIONS

- Q. What is Parents' Guild (PG)?**
A. Parents' Guild is simply the name of our parent teacher association for Episcopal. Every parent at Episcopal is automatically a member of Parents' Guild. PG is responsible for a variety of functions including grade reps, room moms, Karnival Knight, fundraising for our Teacher Wish List items, Appreciation Days, and Teacher Terrific Tuesdays.
- Q. How does Parents' Guild give back to the school?**
A. Money raised from our Parents' Guild fundraisers provides supplemental financial support for the school's Endowment Fund, and projects and activities of the Parents' Guild "Wish List." The "Wish List" items are proposed by the faculty and staff and then are voted on by parents at the Parents' Guild Annual Meeting in May.
- Q. How do I get PG information?**
A. You will get an email every Tuesday from Episcopal that will either have PG information or Squires happenings. Your Grade Reps will also send class specific emails as events approach.
- Q. What is the procedure to follow if I need to check my child out of school early?**
A. LS- In order to minimize classroom disruption, parents are asked to report to the Lower School office to check out their children. Casie Burley, Lower School Administrative Assistant, will call the classroom to have your child report to the office.
MS- Call Dana Heuvel in the middle school office at 755-2725, and she will have your child come to you after they sign out.
US- Students will be able to sign themselves in and out via the Upper School office after you have notified the office, email Ms. Bodron at attendance@ehsbr.org. So, you can either head straight to the US office OR wait on the Boulevard for your student to meet you.
- Q. Does my child need a backpack?**
A. All students, including Pre-K and K, will need a backpack. Rolling backpacks are only allowed for 5th grade and are recommended since they do not have lockers.
- Q. Does my child need a PE uniform?**
A. 6th grade and up wear PE uniforms. PE uniforms can be purchased through the online store.
- Q. Do I need to check in if I come to volunteer on campus?**
A. School policy requires that you sign in at the Lower School, Middle School, or Upper School offices ANY TIME you visit the campus during the school day. You can also check in at the Alumni House.
- Q. Where can I park when dropping off food items for Parents' Guild events?**
A. Outside of carpool time, you may park in the carpool circle. During carpool time, please park in a visitor space or in visitor parking beside the Alumni House.

- Q. **Will my child be allowed to wear “free dress” to school?**
 A. There may be certain days during the year that children will be allowed to wear “free dress.” These occasions will be posted on the school’s website or announced at morning meeting. Please follow our school’s dress code as stated in the Student/Parent Handbook.
- Q. **If there is a school emergency, how will I be contacted?**
 A. If warranted, Episcopal will activate its electronic phone system to notify families of school closures and community emergencies. Parents may also check the school’s website for more information.
- Q. **What do I do if my child is sick and absent from school?**
 A. Call or email your Division Administrative Assistant before 9am. If you have a doctor’s excuse, please turn it in to your child’s division office.
- Q. **What do I do if my child needs to take medication at school?**
 A. A parent needs to bring the medicine to the school infirmary and leave it with the school nurse, Kristi McKenzie. The infirmary is located in the south wing of the Aldrich Library building.
- Q. **Where can I purchase school uniforms for my child?**
 A. Uniforms may be purchased at School Time, Inka’s, Lands’ End or at the Parents’ Guild used uniform sales which are held a few times each year.
- Q. **Is there an easy way to purchase school supplies?**
 A. During the summer, school supplies can be purchased online through our School Store. Parents’ Guild partners with Louisiana Office Supply to provide everything on your child’s school supply list.
- Q. **What is Squires?**
 A. Squires is an Episcopal service organization that supports the school’s entire athletic program. Parents can purchase a membership through our online School Store.

PARENTS’ GUILD ACTIVITIES

- ◆ Information about the Parents’ Guild can be found on the school’s website: <https://www.episcopalbr.org/parents-guild.html>
- ◆ Volunteer Sign-up Sheets: You are encouraged to sign up for class activities/parties and Parents’ Guild activities. Grade Reps will email these to each class as needs arise.
- ◆ Teacher Terrific Tuesday (TTT): These TTTs are fun days where we provide catered lunches and snacks for the faculty.
- ◆ Appreciation Days are celebrated each spring to honor our faculty and staff. (March 8-12, 2021)
- ◆ Pizza Sales – Pizza sales are held at lunchtime once a month. If you would like to purchase pizza for the year in advance, you can visit the School Store online.
- ◆ E-Gear – Parents’ Guild and Squires offer spirit apparel and other items for sale during the year. Info about the sale dates are communicated through the Parents’ Guild and Squires’ email updates. (Open until July 8th for Orientation Day delivery, Aug 6-16th for September delivery, and Oct 1-15th Winter Sale)
- ◆ Raising Cane’s – There are 4 Raising Cane’s sales held each year. Raising Cane’s lunches must be purchased by September 1st through the online School Store.
- ◆ School Supplies – Parents are offered an opportunity to purchase school supplies for students in PK3-8. Check our newsletter.

- ◆ Summer Reading – LS students receive a StepUp packet with this information. MS and US students should check each division webpage for their grade list.

SCHOOL SPONSORED ACTIVITIES

- ◆ Annual Fund – Our “Annual Fund Campaign” is an effort to raise tax-deductible donations for the school that will help balance the operating budget. Parent volunteers will call school families during the fall for their pledge.
- ◆ Open House – The Open House is held during the fall to showcase our school to prospective families. Parents and students are asked to be hosts and campus tour guides for this event.
- ◆ Grandparents/Special Friends Day is held during the spring. Lower School students invite grandparents and/or special friends to visit their classrooms and our campus. You will receive more information about this event during the spring semester.
- ◆ Service Projects – The Lower School participates in different service projects. In recent years, we have collected school supplies for Melrose Elementary, participated in Gifts for Life, and donated Easter baskets to needy children. These projects may change from year to year. Information will be sent home with your child explaining how they might help with these projects.

PARENTS’ GUILD TEAM

2020-2021

Co-Presidents

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PURPOSE OF THE EPISCOPAL HIGH SCHOOL
PARENTS' GUILD
(Article III from the EHS PG By-Laws)

- a. To establish communication with and support of Episcopal High School (EHS). The Guild has no authority regarding the operation of the school;
- b. To provide opportunities for teachers and parents to communicate, enabling both to be more effective in providing all students the highest quality physical, mental, moral and spiritual education;
- c. To promote the activities of Episcopal High School throughout the community;
- d. To provide volunteer services for the school and assist with fundraising when appropriate