**Dutton Christian School *Parents In Touch* Guidelines**

The DCS *Parent in Touch* (PIT) will be sent out on an every other week schedule (with some minor adjustments for breaks, etc. – see below). The PIT will be sent out using MailChimp to all DCS families. Hard copies can be sent home with families who request it. A hard copy will be sent home with all school families once a quarter.

All announcements for the PIT need to be to the elementary administrative assistant by 3:00 PM on the Monday before the PIT is sent out. If an announcement is submitted later than this, there is no guarantee it will be included.

Announcements that are directly related to DCS activities can be included in the bi-weekly PITs. Announcements that are for outside events will be included in our Community News section, which is included in the PIT once a month. Generally these announcements will only be allowed at this time.

Announcements should be brief and contain the essential information necessary. All announcements are subject to editing before being included in the PIT. Space is limited, so consider using bullet points instead of paragraphs for announcements.

Attachments: it is preferable that all attachments are submitted as Word documents in case editing is necessary for the attachment. DCS reserves the right to decide which attachments and announcements will be included.

2017-18 PIT Dates

\* September 6

September 20

\*October 4

October 25

\*November 8

November 29

\* December 13

\* January 10

January 24

\* February 7

February 21

\* March 7

March 21

\* April 11

April 25

\* May 9

May 23

\* May 30 (shortened version)

*\* indicates dates that will include Community News*

Copies of the PIT are available in the hallway display racks. If you would like a paper copy of the PIT on a regular basis, contact Beth at 698-8660 ext. 4. Hard copies of the PIT will be distributed once a quarter.

October 25

January 24

March 21

May 23