

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.

All announcements for the PIT need to be submitted to the South Campus 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.

2019-20 PIT Dates

Sept 4*	Feb 19
Sept 18	March 4*
Oct 2 *	March 18
Oct 16	April 1*
Nov 6 *	April 22
Nov 20	May 6*
Dec 11 *	May 20
Jan 8 *	
Jan 22	
Feb 5 *	

** 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.