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# Divine Child Elementary School

25001 HERBERT WEIER DRIVE (Hollander) • DEARBORN, MI 48128-1099 • (313) 562-1090

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## Divine Child Elementary School Parent Service Requirements

Parental participation is an integral part of our school as our children directly benefit from this support and involvement. In addition to highly recommended Open Houses, concerts and parent-teacher conference attendance, each D.C. family is obliged to fulfill the following in this school year:

- Donate 15 hours of service (10 hours for a single parent). Each service hour not completed will require a \$10 payment by the last day of school.
- Sell Parents Guild Raffle tickets (\$15) - distributed in October.
- Contribute to the Holiday Boutique Bake Sale (minimum \$10 value) – November.

The elementary school has a volunteer program called D.O.V.E.S. (Dedicated Official Volunteers Emanating Spirit). The DOVES committee is responsible for managing the Parent Service Requirements for the D.C.E.S. administration. **Each family is responsible for reporting its own service hours.** DOVES Family Report Forms and a Volunteer Sign In/Out book in the office are the only acceptable methods for reporting Service Hours. DOVES Family Report Forms are included at the end of this letter and are available in the office. Please do not wait until the end of the school year to turn in your service hours.

The DOVES Volunteer Opportunities Handbook, available online on the DOVES page of elementary school website ([divinechildelementaryschool.org](http://divinechildelementaryschool.org)), contains valuable resource information, extra Family Report Forms (which may be copied), and descriptions of job opportunities. Please refer to it when filling out your Resource Sheet and save it as a ready reference.

**Acceptable Service Hours** are defined as those that:

1. Enhance the quality of education at Divine Child Elementary School.  
Examples include: Library and class assistants, tutors, moderators for clubs, enrichment program organizers and Religious Education.
2. Contribute to the social and recreational well-being of the students at D.C.E.S.  
Examples include: CYO, Scouting and baking for classroom and social events.
3. Advance the general effectiveness of the Parents Guild, Auction, and DOVES.  
Examples include: Parents Guild Meetings, Parents Guild Evening Adult programs, Homeroom Parent, Holiday Boutique, and other P.G. activities, Book Fairs, Newsletter helpers, Infant Reporters, and Baby-sitting Co-op.
4. Another avenue available as Service Hours is Donations:  
BAKING-you may claim up to 2 hrs. of service for baking for homeroom functions or school meetings. Baking for the Boutique fulfills your service requirement but you may also submit up to 2 hours, for baking preparation. (Additional hours may be approved in writing by Bake Sale chairpersons.  
MERCHANDISE DONATIONS FOR RAFFLE AND AUCTION-you may claim 1 service hour for every \$10 of your cost.  
PURCHASING HOMEROOM PARTY SUPPLIES, ETC.-you may claim 1 service hour for every \$10 cost.



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5. Contribute to the effectiveness of the school in caring for and supervising our children.  
Examples include: Playground supervision, hot lunch helpers, clerical and office help, field trip chaperones and attending Protecting God's Children workshops.

**Unacceptable Service Hours**-Activities that do not directly benefit the Elementary School **CANNOT** be reported as fulfillment of service hour requirements.

1. School Activities:

Examples Include: paid positions, any time spent attending school functions such as Open House, concerts, conferences etc.

2. Parish Activities:

Examples include: Parish clean up and spring planting, church Christmas decorating, Men's Club Meetings, Women's Club Meetings, Parish Council Meetings, Sunday School teachers, purchase of tickets and Super Bowl Party.

As concerned parents, attendance at these functions should be born out of a responsibility to our children and to their school. Of course, should you assist in the preparation and/or presentation of these functions the hours would be acceptable.

In addition to the fulfillment of service hours, each family is responsible for selling \$15 of Parent Guild Raffle tickets *and* contributing a home-baked good to the Bake Sale for the Holiday Boutique in November. Information for both of these requirements will come home with your child in October. Families who do not wish to bake for the Holiday Boutique Bake Sale have the option of contributing \$10 in lieu of a baked item at the time of the bake sale.

*A Divine Child Elementary School Service Requirement Report* will be sent home to each family with incomplete hours, in January, March and May. This will reflect your reported service hours and balances due. Final payment for incomplete service is expected by the close of the school year. Students will not be readmitted if DOVES requirements have not been met. If there are extenuating circumstances that prevent you from meeting your service obligation, please see Sister Cecilia.

We hope you will find fulfillment of your service hours reaping benefits for you too. Sharing your talents and time with your child's school community not only leaves you with a warm feeling, but also a sense of participation in the growth of your child's school. The spread of God's kingdom requires the talents of each and every one of us.

Thank you for your support.

Sister Cecilia Bondy  
Principal