



# Welcome to Tonda!

## General Information

### **Office Hours:**

8:15 a.m. - 4:15 p.m.

### **School Schedule:**

8:40 a.m. - Students arriving on campus

8:50 a.m. - Students may enter the building

8:55 a.m. - Class Begins

4:01 p.m. - Dismissal

12:10 p.m. - Half-Day Dismissal

### **Reporting an Absence:**

When a student is not going to be in school, the preferred method is to enter the absence through your Mistar Parent Portal. You can also call the attendance line at (734) 416-6100 ext. 2. Please indicate the child's name, teacher's name, and the reason for the absence. It is important to call the attendance line even if a note is sent to the teacher

### **Medication Policy:**

Medication form must be completed by a doctor and signed by a parent before any medication can be administered at school. This includes over the counter medications.

[Medication Form](#)

### **Extended Day:**

Please contact the Extended Day office for more information

(734) 416-6194

**Email Correspondence:**

Please allow 24 hours for a staff member to reply to any email correspondence. During the school day, the expectation for staff is active participation in the learning process with your child.

**Early Dismissal:**

If you need to pick up your child early, please send a courtesy note to your child's teacher to make them aware of the situation. You will be required to provide a driver's license to sign out your child. Students can't be called down to the office prior to your arrival.

**New registrations:**

Registrations are now processed online. Please visit the PCCS website for more information.