Welcome To Tonda!

General Information

Mailing Address
46501 Warren Road
Canton, MI 48187

Contacting the Office
Main Line - (734) 416-6100
Fax Number - (734) 416-2018

Office Staff
Principal - David Turrill
David.Turrill@pccsk12.com
Direct - (734) 416-2013

Secretary - Barb Olepa
Barbara.Olepa@pccsk12.com

Office Paraprofessional - Kathy Schwalm
Kathy.Schwalm@pccsk12.com

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

Stay Connected!
Our main form of communication is the Tonda website:
www.pccsk12.com/tonda

School Schedule
8:33 a.m. - Students taking part in the breakfast program may report to the cafeteria
8:33 a.m. - Students may arrive on campus
8:43 a.m. - Students enter the building
8:48 a.m. - Class begins
The lunch schedule is on the reverse side.
3:56 p.m. - Dismissal
11:53 a.m. - Half-Day Dismissal

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Reporting an Absence
When a student is not going to be in school, please 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 that the attendance line is called even if a note is sent to the teacher.

Visitors/Volunteers
All visitors to Tonda Elementary must come to the office to sign in. Please know that, due to safety protocols, visitors will not be allowed to go to the classrooms unless the visit has been previously arranged with the classroom teacher and the office staff has been informed.

We understand that not everything can be planned and it may be necessary to drop items off. As such, our office staff will be happy to make sure any items get to the students during the day. If it is urgent that you see your child in person, we can contact the classroom and have the student join you in the office.

Cafeteria
Breakfast and lunch are served daily in the Tonda Cafeteria. Lunch costs $3.00 and breakfast costs $1.75. Students may pay daily for lunch as needed or families may write a check for multiple lunches. Checks should be made payable to P-CCS. The money will be on the student account and the student can access the money as needed.

Extended Day
Kid’s Time provides care before and after school for our Tonda students. Please contact the Extended Day office for more information (734) 416-6194.

Medication Policy
A medication form must be completed by a doctor and signed by a parent before any medication can be dispensed at school. This includes over the counter medications and lozenges. These forms are available in the school office and on the Tonda Website. Please be sure to clearly indicate allergies and medical needs on your child’s emergency card.

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 him/her aware of the situation. When you are ready to pick up your child, please come to the office and sign your child out. A staff member in the office will call your child down to meet you in the office.