

WELCOME TO SUNTREE ELEMENTARY

2024-2025 SCHOOL YEAR

We are excited to have you as part of our Suntree Family. Go Panthers!

IMPORTANT PLEASE READ NEW GUIDELINES

All information can be found on the Suntree ES website <https://www.brevardschools.org/o/sunes>

SCHOOL HOURS

Monday–Thursday (8:00am–2:30pm) Friday–early release (8:00am–1:15pm)

Bell Schedule:	7:30am	1 st Bell - Gates Open
	7:45am	2 nd Bell - Students can enter classroom
	7:55am	3 rd Bell - Students need to be in their seat ready for instruction to begin
	8:00am	4 th Bell - School Begins

DISMISSAL PROCEDURES

EARLY CHECKOUT:

If you need to check-out your child early, the check-out hours are as follows:
Monday—Thursday no later than 2:00pm & 12:45pm on Friday's.

DISMISSAL OPTIONS:

Students can be dismissed as walkers, car loop, after care or bus rider only.

DISMISSAL CHANGES:

ALL dismissal changes must be in writing. We will not accept any dismissal changes over the phone. If you need to make a dismissal change during the day, **PLEASE EMAIL THE TEACHER** and the **FRONT OFFICE** at **suntreedismissals@brevardschools.org**. **Please be sure to place DISMISSAL in the subject line.** Email must be **received at least one hour prior to dismissal.**

No child can be dismissed from the Front Office at regular dismissal times. If your child has been dismissed to Aftercare and you are here while our car loop is still running, you must wait until the car loop is over to pickup your child. Your child must be picked up at the Aftercare entrance only. **Due to safety reasons, this policy will be strictly enforced!**

CAR TAGS:

Car Tags are required when picking up your child through in the car loop. If you don't have one, please come to the front office with your driver's license and we will provide you with one.

ABSENCES

If your child is absent, there is no need to call the front office. Please email your child's teacher and the front office at **suntreedismissals@brevardschools.org**.

INCLEMENT WEATHER DISMISSAL

Please be prepared that dismissal procedures may be changed during severe weather. Please be advised if your child is a walker, their dismissal may be changed to car loop. You will be notified through FOCUS Communications via text message closer to our dismissal time. More information is in the Parent & Student Handbook.

DROPPING OFF STUDENT ITEMS

The front office is unable to interrupt the classroom during instruction time. If it is necessary to drop off an item during school hours, please place the item on the shelf located outside the front office and email the teacher to let them know that there is an item for pickup. This includes water bottles, lunch boxes, homework and backpacks.

SCHOOL VISITORS

The front office will remain locked at all times. Please ring the doorbell located on the gate under the red arrow. Please be prepared to show your driver's license before entry.

ADDRESS UPDATES

Please make sure your contact information, including email, phone and street address is always up-to-date in FOCUS. If you move, change your phone number or email, please notify the front office.

LUNCH WITH STUDENT

Sign-up is required as space is limited. Please click the link below to sign-up. <https://signup.com/go/pixiheQ>

CAFETERIA

Breakfast

Breakfast is always free to every student. Breakfast hours are 7:30am – 7:55am daily. You can access all menus at <https://www.brevardschools.org/o/sunes>. Select Cafeteria Tab located at the top of the homepage.

Lunch Accounts

Lunch is \$2.50 daily. If your child would like to purchase a school lunch and/or buy an extra item occasionally, you will need to setup an account online at mypaymentsplus.com.

In order to setup an account, you will need your child's student number and our School #3121. There are two funds available, the Meal Fund and the General Fund. The Meal Fund is for a lunch only, General Fund is for anything extra (i.e. ice cream, chips etc).

We strongly encourage a mypaymentsplus.com account in the event your child forgets their lunch.

BEFORE & AFTER CARE SERVICES

We have Before and After Care Services available if needed. **You can sign-up at brevardafterschool.com.** Our Brevard After School (BAS) Coordinator is Dru Woodard (321) 242-6480 x51612 or email at woodard.dru@brevardschools.org. If you are only going to use BAS on a drop-in basis, you will need to contact Dru Woodard at the school after you create your account.

PAWS (Parents At Work For Suntree)

If you would like to get involved with PAWS you can email suntreepaws@gmail.com. You must be an approved volunteer to be involved. We love parent involvement!

VOLUNTEER

If you would like to volunteer at the school, come on campus for Field Trips or Classroom activities, you will need to register to be an Approved Volunteer. Go to brevardschools.org:

Select the Parent & Student link

Go to "V" for Volunteer, complete application and pay online

Once that is complete, you will need to be fingerprinted at the

BPS District Security Office

2700 Judge Fran Jamieson Way, Viera, FL 32940

(321) 633-1000

****If, you were an approved volunteer last year, please call the school to ensure that your status has not expired!**