



SUNTREE ELEMENTARY SCHOOL

2026–2027 FAMILY QUICK GUIDE

Welcome to the Suntree Family! Go Panthers!

IMPORTANT PLEASE READ NEW GUIDELINES

Visit the Suntree ES website for all the details:

<https://www.brevardschools.org/o/sunes>

SCHOOL HOURS

Monday–Thursday: 8:00 AM – 2:30 PM

Friday: 8:00 AM – 1:30 PM

Bell Schedule

- 7:30 AM – 1st Bell: Gates Open
 - 7:45 AM – 2nd Bell: Students may enter classrooms
 - 7:55 AM – 3rd Bell: Students must be seated and ready for instruction
 - 8:00 AM – 4th Bell: School begins
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DISMISSAL PROCEDURES

Check-Out Procedures

For the safety of our students, we require a parent or guardian to check out your child prior to the end of the school day. The front office **MUST** be notified prior to an adult other than a parent or guardian checking out a child, and they **MUST** be listed in FOCUS on the contact list as being an adult who has permission to check out your child. Please notify us of this ahead of time by emailing our attendance email:

suntreedismissals@brevardschools.org and **MUST** include:

- A picture of your ID
- A brief note naming the adult who will pick up your child

Early Check-Out

Monday–Thursday no later than 2:00 PM and Friday no later than 12:45 PM.

Dismissal Options

- Walker/Bike Rider
- Car Loop
- Brevard After School
- Bus Rider
- Pineapple Cove

Dismissal Changes

Please remember that for safety reasons, we cannot take changes in dismissal or transportation over the telephone. All transportation changes must be sent in writing. This may include a handwritten note or an email sent to your child's teacher, and suntreedismissals@brevardschools.org that includes your photo ID.

No child can be dismissed from the Front Office at regular dismissal times. If your child has been dismissed to Brevard After School and you are here while the car loop is still running, you must wait until the car loop is over to pick up 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 the car loop. All parents planning to use the car loop daily, as well as parents who have walkers/bike riders should maintain these tags within their vehicle for daily use or in case of inclement weather dismissal. Car tags may be picked up by custodial parents/guardians in the front office with a photo ID. If you do not have a car tag to display during dismissal, you will be asked to pull through the line, park and go into the office with your photo ID.

STUDENT ABSENCES

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

For absence policies and procedures, please click the link to view the Code of Student Conduct:

<https://www.brevardschools.org/o/bps/page/code-of-student-conduct>

INCLEMENT WEATHER DISMISSAL PROCEDURES

Please be aware that dismissal procedures will change in the event of severe weather. All walkers, bike riders, and golf cart riders will be dismissed through the car loop for safety reasons.

You will receive a notification via FOCUS Communications (text message) closer to dismissal time if any changes are made. This information can also be found in the Parent & Student Handbook on the Suntree Elementary website:

<https://www.brevardschools.org/o/sunes>

PARENT INFORMATION FOR INCLEMENT/SEVERE WEATHER DISMISSAL PROCEDURE

If we determine that it is unsafe to hold our normal schedule due to inclement weather or lightning in the area, we will send out a text message about inclement weather dismissal.

- All walkers, bike riders, and golf cart riders will be dismissed through the car loop only
- Bus riders, daycare van riders, and BAS students will be dismissed as usual
- Golf carts will not be permitted in the car loop

All students dismissed through the car loop will need a car tag, including walkers, bike riders and golf cart riders. To help us keep things running smoothly, please keep your car tag in a safe place and make sure your car tag is clearly visible from your rearview mirror.

If your child rides their bike to school, no worries! Bikes can be picked up once the weather clears up. The bike rack will stay open until 6:00pm.

Thanks so much for your understanding and support. We appreciate you helping us keep our students safe and dry!

CLASSROOM DELIVERY / DROP-OFF POLICY

To maintain a focused learning environment, the front office is unable to interrupt classrooms during instructional time.

If you need to drop off an item during school hours:

- Place the item on the designated shelf outside the front office
- Email your child's teacher to let them know the item is ready for pickup
- This applies to water bottles, lunch boxes, homework, and backpacks
- Only a parent may drop off items. We cannot accept deliveries from Doordash, Uber Eats, etc.

Thank you for your understanding and cooperation.

FRONT OFFICE ACCESS PROCEDURE

For the safety of our students and staff, the front office will remain locked at all times.

- Please ring the doorbell located on the gate beneath the red arrow
- Be prepared to present your driver's license before being granted entry

Thank you for your cooperation in helping us maintain a secure campus.

ADDRESS & CONTACT INFORMATION UPDATES

Please ensure that your contact details—including your email address, phone number, and home address—are always current in FOCUS.

If you move or change any of your contact information, be sure to notify the front office as soon as possible. Keeping your information up to date helps us stay connected and ensures you receive important school communications. For safety reasons, it is imperative that we are able to reach you at all times.

LUNCH WITH YOUR STUDENT

Due to limited space, sign-up is required to join your child for lunch. We will begin parent lunches in September. Sign-up links will come out in the weekly newsletter as we get closer to September. At that time, you will also be able to check the calendar on the school website <https://www.brevardschools.org/o/sunes> for the parent's lunch schedule.

FOOD & NUTRITION SERVICES

Food & Nutrition Services:

<https://www.brevardschools.org/o/bps/page/food-nutrition-services>

MySchoolBucks

The Brevard County Food Service has switched from the MyPaymentsPlus app to the MySchoolBucks app. Please visit: <https://www.myschoolbucks.com>

School Menus & Prices

<https://www.brevardschools.org/o/bps/page/school-menus-prices>

Birthdays

We understand that many students enjoy celebrating their birthdays with their classmates. To help make this special day easy and fun, we highly encourage families to use our cafeteria services, which offer options like cookie cakes and individual ice cream treats for the class.

To place an order, please contact **Karen Dumas** at dumas.karen@brevardschools.org. Kindly allow at least one week's notice for preparation.

If you prefer to bring in outside treats, please coordinate directly with your child's teacher for approval. Store-bought items only. We do not allow sheet cakes or party supplies.

BEFORE & AFTER CARE SERVICES AVAILABLE

If you need Before and After Care services, you can register online at:

<https://www.brevardschools.org/o/bps/page/brevard-after-school>

Our Brevard After School (BAS) Coordinator is **Dru Woodard**, who can be reached at **(321) 242-6480 ext. 51613** or via email at woodard.dru@brevardschools.org.

If you plan to use BAS on a drop-in basis only, please contact Dru Woodard at the school after creating your account.

INTERESTED IN JOINING PAWS?

We would love to have you involved! To get started, please email us at suntreepaws@gmail.com.

All Suntree parents are welcome to attend PAWS meetings. We truly value and appreciate parent involvement.

WANT TO VOLUNTEER AT SCHOOL?

Whether you are interested in helping out on campus, joining field trips, or participating in classroom activities, you will need to be registered as an Approved Volunteer through Brevard Public Schools.

Volunteer link:

<https://www.brevardschools.org/o/bps/page/district-and-school-security>

ATTENDANCE

The importance of regular attendance cannot be overemphasized. A child should be in school every day that he/she is physically able. It is extremely difficult to successfully keep up with classwork if attendance is irregular. It is equally important that students arrive to school on time to alleviate missed instructional time and disruption to the instruction occurring in the classroom.

Instruction begins promptly at 8:00 AM and continues until 2:30 PM. Students have from 7:45–8:00 AM to prepare for the day in their classrooms, including unpacking backpacks, sharpening pencils, and turning in homework. Arriving on time is important.

Students who are absent must return to school with a doctor's note in order for the absence to be excused. Please send all notes to our attendance email:

suntreedismissals@brevardschools.org

STUDENT EXPECTATIONS

Please review the Student Expectations handout with your child before school begins. This includes information about our dress code, items that can and can't be brought to school and expectations for behavior and conduct. Please also review the Mobile Device Contract.

COMMUNICATION

We will be utilizing a variety of communication methods for our families this year. Below is a list of ways we will communicate with families, and how families can communicate with the school.

The Panther Press

Mrs. Barnett will send out a weekly newsletter on Monday mornings via text and email. This newsletter will contain important school and district information.

FOCUS

We will use FOCUS to send mass emails, text messages, or phone calls to families with important messages. Teachers will also use FOCUS to communicate with their parents.

Facebook

Please follow us on Facebook. We use social media to notify families of valuable information, send reminders regarding school activities, and share some of the fun things our students participate in at school.

Suntree Elementary Website

Our school website is a great place to find school and district information and resources. It also has our calendar of events.

<https://www.brevardschools.org/o/sunes>

Suntree Elementary Attendance Email

Our attendance email should be used to communicate when an adult on the student's contact list, other than the parent or legal guardian, will be picking them up. You can also use this email to report absences and submit doctor's notes.

suntreedismissal@brevardschools.org

Suntree Elementary School

Attendance Email: suntreedismissals@brevardschools.org

Website: www.brevardschools.org/o/sunes

Phone: (321) 242-6480
