



## Bassett Elementary School

2155 Bassett Road, Westlake, Ohio 44145  
Phone: 440-835-6330 ~ Fax: 440-899-7409

**Mr. Jim Sanfilippo, Principal**

Dear Bassett Families:

I would like to take this opportunity to review procedures for arrival and dismissal at Bassett Elementary. We utilize these procedures so that your child may arrive at school on time each day and be dismissed in a timely manner. Remember, our first priority is the safety of all children. Please take the time to carefully review the information below.

### **MORNING ARRIVAL**

- The school day begins at 7:50 am (tardy bell rings at 8:05 am) for Full Day Kindergarten and Grades 1-4. Students not in their classroom for attendance at 8:05 will be marked absent. If your child is tardy, please sign them in at the front office.
- **Students may arrive beginning at 7:45 am.** If there is a need for your child to arrive before 7:45 am, the LINK Program is available. For security and supervision reasons, students NOT enrolled in LINK will not have access into the building until 7:45 am. Those in LINK can be signed in by a parent. For further details about LINK, please contact the Project LINK Supervisor Mike Waters at 440-835-6306.
- All cars dropping off children in the morning will enter through the **back driveway on Woodmill Drive** (see map). Students will be dropped off on the sidewalk next to the gym and mobile units. Cars will exit out the front drive onto Bassett Road.
  - To maintain an orderly and safe environment when dropping off, please have your child ready to exit the car (curb side only).
  - Once the line is queued along the sidewalk and cars are stopped, please have your child exit (curb side only) so they are supervised by an adult.
- If your child is **biking or walking**, beginning at 7:45 am, a Bassett staff member will be stationed to help students safely cross the parking lot & drop off area.
- **ONLY buses, school transportation and day care vans will use the front loop** and those children will enter through the main entrance. Once these vehicles are unloaded, they will turn left out of the front loop and exit the driveway onto Bassett Road.
- We know morning can be a busy time, but we ask you to be courteous, patient and cautious. Please do not stop or park in the fire lane.

### **HALF DAY KINDERGARTEN ARRIVAL**

- If you are dropping off your child, please use the Bassett Road entrance. **You may drop off your child at the main entrance of the building starting at 11:40 am (tardy at 11:50).**

## **DISMISSAL**

- Dismissal begins at 2:20 pm. We have three choices for dismissal. Students are either bus-riders, car-riders or they go to LINK. If your child has a change in transportation, **a note must be sent** to the teacher on the morning of the change. Calls to the office must be received no later than 2:00 pm.
- All cars picking up children will enter through the back driveway on Woodmill Drive. Students will be picked up on the sidewalk next to the gym and mobile units.
  - A name placard will be sent home with your child for you to place in your front windshield. Please use this placard so we can deliver your child to your car quickly, efficiently, and most importantly safely.
  - Cars will pull up next to the cones along the side of the mobile units.
  - Once loaded, cars will then exit out the front drive onto Bassett Road.
- Carpools: If your child is going home with someone other than yourself, **a note must be sent** to the teacher on the morning of the change.
- Children **walking or biking** home will be dismissed before bus-riders are dismissed so that we are able to assist them in safely exiting the parking lot and car line pick up area.
- **ONLY buses, school transportation and day care vans** will use the front loop and will exit through the main entrance. Once these vehicles are loaded, they will turn left out of the front loop and exit the driveway onto Bassett Road.
- Please do not pick up your child in the cul-de-sac on Holden's Arbor circle. The "No Stopping or Standing" signs posted by the Westlake Police Department are in effect.
- Please follow these guidelines in order to make dismissal as smooth and safe as possible.

## **DURING SCHOOL HOURS**

If you will be visiting Bassett during school hours, please use the Bassett Road entrance and park in the back parking lot. Come to the main entrance of the building and press the button by the door. Once you are admitted into the building, you must sign in at the main office and take a visitor badge.

## **OFFICE HOURS**

The Bassett main office is open from 7:00 am to 3:00 pm. Bassett's secretary, Mrs. McLoughlin, can be contacted at 440-835-6330 or [mcloughlinc@wlake.org](mailto:mcloughlinc@wlake.org).

Thank you in advance for your cooperation.

Sincerely,  
Jim Sanfilippo, Principal  
[sanfilippo@wlake.org](mailto:sanfilippo@wlake.org)



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Empowering all students to achieve their educational goals, to direct their lives, and to contribute to society.