

## PRINCIPAL'S ANNOUNCEMENTS 2017-18

Dear Bassett Families,

Many of my Blast announcements are relevant throughout the school year so I will keep them posted here for easy accessibility. I will update this document as-needed.

Jim Sanfilippo

[sanfilippo@wlake.org](mailto:sanfilippo@wlake.org)

### **Attendance Line**

If your child is going to be absent due to illness or be late, please be sure to call Bassett's attendance line at **440.835.6331** by 8:30 am. Our attendance line is automated, so it is necessary that you call this number and not the main Bassett phone number.

### **Planned Absence Request**

We realize there may be opportunities for your family to travel at a time when school is in session, but you must submit the [Planned Absence Request form](#) at least 5 days in advance of the absence. We keep this form linked to the Blast each week in Quick Links.

### **Birthdays**

Students are not permitted to bring in food for birthdays. Treat bags must not contain food. This policy is for the safety of ALL students.

- It is not necessary to hand anything out for birthdays, but if you are looking for an alternative to food, suggestions are pencils, erasers, stickers or something for the classroom such as a book or game.
- You also have the opportunity to purchase a **Birthday Book** for the Bassett Library in honor of your child's birthday. **The [Birthday Book form](#) is due with payment by September 29.**

### **IB PYP at Bassett**

Westlake Elementary Schools follow the International Baccalaureate Primary Years Programme (IB PYP) curriculum model which:

- uses a combination of inquiry and instruction to help learners develop and apply academic knowledge and skills in new situations

- encourages learners to set goals related to these 10 learner profile attributes: balanced, caring, communicator, knowledgeable, inquirer, open-minded, principled, reflective, risk-taker, thinker.

More information is on the [Westlake Schools IB PYP website](#).

### **IB PYP Newsletter**

In our [IB PYP Newsletter](#) you can learn how essential agreements play an important role at Bassett *and* how Totally Awesome Tuesdays promote positive behaviors. If you have questions, please contact our IB Coordinator, Mrs. Wadden at [waddend@wake.org](mailto:waddend@wake.org).

### **Lunch Information**

If your child is planning to buy lunch, menus for August and September are [here](#). We keep the menus posted to the Bassett Blast each week in Quick Links.

For 2017-18 a student lunch is \$2.60. If your child is buying just milk, it is \$.60. More information is on the [Food Services website](#).

### **Lunch Payment**

- Many students use EZ Pay to buy lunch. EZ Pay is the Westlake City School District's online payment option. Go to the [Westlake Schools EZ Pay website](#) to add money to your child's EZ Pay account or create an EZ Pay account.
- Payment to your child's lunch account may also be made by submitting a check at Bassett payable to Westlake Board of Education. Be sure to include your child's name on the memo line of the check.

### **Medication at School Forms**

If you intend to include Bassett in the management of your child's medication for 2017-18, it is necessary for you to submit the appropriate medication forms. New forms must be provided to the school for each school year. **More information and the forms are [here](#).**

A parent/guardian must transport medication to and from school. If you have questions, please contact our school nurse, Mrs. Detwiler, at [detwilerb@wake.org](mailto:detwilerb@wake.org).

## **Transportation**

If you have questions or concerns about your child's busing, please contact the Transportation Department at 440.835.6313. There is also information on the [Transportation Department website](#).

## **Staff & Building Information**

- Our list of homeroom teachers and staff updates for 2017-18 is [here](#).
- The building map is [here](#).

## **Start & End Times**

### **Grades 1-4 and full day kindergarten**

- Drop off begins at 7:45 am
- Start time: 7:50 am (tardy at 8:05 am)
- Dismissal: 2:20 pm

### **Half day kindergarten**

- Drop off begins at 11:40 am (tardy at 11:50 am)
- Dismissal: 2:20 pm

## **Arrival & Dismissal**

Many of our students ride the bus to and from school, but we also have many who are car riders, walkers & bike riders, and who attend Project Link.

### **Walkers/Bike Riders**

If your child is walking or biking, a staff member will be stationed during arrival and dismissal times to help students safely cross from/to the path of the adjacent neighborhood.

### **Car Riders**

If you are dropping off/picking up your child by car, you must enter from the back driveway on Woodmill Drive and join the car line. Students should be dropped off/picked up at the sidewalk next to the gym and mobile units.

- Do not enter from Bassett Road to drop off or pick up (except for half day kindergarten drop-off, 11:40-11:50 am).
- Do not drop off or pick up in the bus loop. The bus loop is for buses and day care vans only.
- Do not park in the back parking lot and have your child cross in front of cars in the car line. This is not safe!

- A yellow name placard was included in the First Day Folder of your oldest child at Bassett. Please display this placard in your front window at pick-up.
- Please always drive slowly and cautiously through the drop-off/pick-up area for the safety of ALL.

### **Project Link**

If you need your child to be at school before arrival time and/or after dismissal time, Project Link is the before and after school care program offered by the Westlake City School District. For enrollment information go to the [Project Link website](#) or call 440.835.6306.

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*Please refer to our [Arrival/Dismissal Procedures Letter](#) and [Map](#) for additional details. The letter is included in your child's First Day Folder.*

*We utilize these procedures so that your child may arrive and be dismissed in a timely and safe manner. Thank you for your cooperation.*