



WESTHAVEN

— ELEMENTARY SCHOOL —

DISMISSAL PROCEDURES

Keeping Every Warrior Safe, Every Day!



WESTHAVEN
WARRIORS



PARENT GUIDE | 2026–2027 SCHOOL YEAR



WELCOME, WESTHAVEN FAMILIES!

The safety of every Westhaven Warrior is our highest priority. Please review the dismissal procedures below to help us ensure a safe, organized, and efficient dismissal each afternoon.



Scan to view
online
anytime!



CAR RIDERS

**DISMISSAL BEGINS
AT 3:10 PM**

Parents should pick up students from the cafeteria doors located at the back of the building.

PRE-K AND EXCEPTIONAL STUDENT EDUCATION

Students without General Education siblings will be picked up from the designated line on the right side of the building.

Important Reminders

- ✓ Have your car rider number visible.
- ✓ Remain in your vehicle.
- ✓ Follow staff directions.
- ✓ Please be patient as we work to safely dismiss every student.



BUS RIDERS

**BUSES LOAD BETWEEN
3:10 PM & 3:20 PM**

Students are escorted by staff to their assigned buses.

Parents should ensure someone is available to receive their child at the assigned bus stop.



WALKERS

**RELEASED AT
3:20 PM**

Walkers are picked up at the front entrance near the crossing guard.

Students not picked up by 3:30 PM will be escorted back inside and dismissed through the car rider line.



TRANSPORTATION CHANGES

IMPORTANT

Transportation changes must be submitted through the school office.

- ✓ Changes cannot be accepted after the school's designated cutoff time.
- ✓ Changes become effective the next school day unless approved by administration.
- ✓ Students will follow their normal dismissal routine if no approved change is received.

**TRANSPORTATION CHANGE
FORM AVAILABLE ONLINE**

IMPORTANT REMINDERS

- ★ For the safety of all students, parents must follow the established dismissal procedures.
- ★ Students will not be released to anyone not listed on the student's emergency contact list.
- ★ Please notify the school office of any changes to your dismissal plans.
- ★ Early checkouts end at 2:45 PM.

CONTACT US

- ☎ Main Office: (901) 416-7430
- ✉ westhaven.elementary@scsk12.org
- 📍 Westhaven Elementary School
4717 Westhaven Blvd.
Memphis, TN 38109
- 🕒 Office Hours
Monday–Friday
7:30 AM – 4:00 PM

Better Together.
STRONGER WARRIORS.



Thank you for partnering with us to keep every Warrior safe, every day!



**WE ARE WESTHAVEN.
WE ARE WARRIORS!**

Connect with us!



Visit our website
www.westhavenelementary.org

