



C.E. Williams Middle School *for*
Creative and Scientific Arts
2019-2020 Arrival and Dismissal



Official school hours are 7:25 a.m. to 2:25 p.m.

To expedite arrival and dismissal of approximately hundreds of children, we have formulated the following plan and ask that you adhere to them for the safety of children.

MESSAGES

- For safety purposes, we will not deliver messages (including change of transportation) or directions for children via phone. You may send these requests via signed note with your child or fax it to (843) 763-5955 by 2 p.m. and include a signature and contact number or request your child call you.
- You may also send an email request to both lynn_feldman@charleston.k12.sc.us and lisa_lane@charleston.k12.sc.us. We do our best to receive and communicate requests. **However, this cannot be guaranteed.** Please do your best to communicate with your child prior to them arriving each day.

ARRIVAL

Car Riders & Walkers:

- Learners may begin to enter the building no earlier than 7:10 a.m.
- Cars will approach C.E. Williams (CEW) by turning on to McLeod Road from Highway 17. The cars will proceed down McLeod to the CEW car rider line and drop-off point. They will then make a left turn and exit via McLeod to Highway 17.

Buses:

- Buses will enter also from Highway 17 at McLeod. They will turn left on to Bolton Road and then right on to Butte Street and release learners at the front entrance to CEW.
- The buses will then leave by Butte Street.

Learners who want to purchase breakfast can enter building at 7:10 am. They should proceed directly to the cafeteria.

DISMISSAL

Car Riders:

- All vehicles are expected to use the car ride line. No one should park in the parking lot or in any other area outside of the car rider line.
- Cars will approach CEW from McLeod Road and line up parallel to the building. Learners will enter cars on the side of the building. We ask cars to pull up as close to the front of the line to maximize the amount of children getting into cars at one time.
- Cars will exit by making a **wide left turn in the parking lot** and return to Highway 17 via McLeod or via Marginal to Carolina Bay Drive to exit at the light.
- Cars should not be parked in front of the school or in the neighborhoods to pick up children.
- All learners should be picked up no later than 3:00 p.m.

Walkers:

- Walkers exit the building through the front doors of the school.
- Cars should not park on Butte Street or in the neighborhoods to avoid the car rider line. Our car rider line has been created to provide for an efficient and safe way for learners to arrive and leave campus. We want to be mindful of being good neighbors to those who live near CEW.

Buses:

- The buses will approach CEW from McLeod and Bolton Roads, line up in front of the CEW circle.
- Once loaded, the buses will return to Highway 17 via Marginal Road.
- Although we have developed this plan with help from the Charleston Police Department and CCSD's transportation office, it will take longer for us to move cars in and out than the buses. Therefore, we ask that you please consider the transportation option offered by Durham.

Your patience and cooperation is necessary and is much appreciated.