

Drop Off and Pick Up Procedures

Morning Drop Off

Park and Walk Students In

One of the truly special attributes of Doherty is the great sense of community. Nothing creates that community more than when parents park and walk their students into their classrooms taking a few minutes to chat with other parents, teachers and other students. We encourage everyone to do this if your schedule permits. There is plenty of parking in the Kemper Parking Lot (accessible by drives off of Johnstone Place and Madison Road). We ask parents of preschoolers to park and walk their children into their classrooms each morning. Pre-k parents only are allowed to park on the left side of the driveway if there is space available so that they can walk their children in. Make sure to check around your car before moving out!

Car Line

The right-hand side of Doherty Drive is reserved for the car line for students in K - 5. Please pull as far ahead as possible and be sure your children are prepared to get out quickly when it is their turn so we can keep the car line moving. No car should be left unattended or park in the drop off line. Please obey all "No Parking" signs and cones and follow the directions of the person on duty. We appreciate your help in keeping all of our students safe.

The Seven Hills Shuttle

The Seven Hills Shuttle transports students between campuses. The shuttle begins at Doherty. Those wishing to ride from Doherty to the Hillsdale campus may catch the shuttle at the bus stop on Doherty Drive before 7:45 a.m. Doherty students can be dropped off at the Hillsdale campus prior to 8:10 a.m. for the trip to Doherty. There is no charge for the shuttle service.

Neighborhood School Buses

For those living in neighborhoods with school buses serving Doherty, the buses drop off students on Doherty Drive. For those wanting additional information on whether this is an option for you, please contact your local public school district.

Morning Drop Off Reminder

Unless students have a pre-arranged meeting with their teachers, any student who is dropped off between 7:30 a.m. and 7:55 a.m. must be taken to the Encore Club room in Haile Hall. There is no charge for morning care.

Dismissal

Parking is not permitted in the driveway during dismissal. You may use the parking lot behind the playground if you must park.

We have multiple dismissal times at Doherty.

Pre-Kindergarten Dismissal:

- *11:30 a.m. Pre-Kindergarten Dismissal - Doherty Drive will be open from 11:25 -11:40 Please go to the classroom to collect your child.*
- *1:00 p.m. Pre-Kindergarten Dismissal - Doherty Drive will be opened from 12:55 - 1:10 Please go to the classroom to collect your child.*

The gates will be closed and opened by school personnel only.

For after school pickups have a 8 1/2 x 11 sheet of paper with your last name visible in your front window.

- *3:00 p.m. Pre-Kindergarten and Kindergarten Dismissal (if you have children in grades 1 - 5 plan to arrive for dismissal at 3:15)*
 - Doherty Drive will be open at 3:00 p.m. for dismissal.
 - If you are coming in to get your child, please park in the parking lot or legal spaces on Johnstone Place. Do not park in the driveway or in the no parking spaces on Johnstone as we need to be able to keep traffic moving. If you do not plan to come in, pull into the left side of the driveway only. A faculty member will bring your child to you.
 - We ask that you pay attention to faculty directing traffic so our students stay safe.
 - There will be faculty members helping your students into their car seats.
- *3:15 Grades 1 - 5 Dismissal*
 - If you are coming in to get your child, please park in the parking lot or legal spaces on Johnstone Place. Do not park in the driveway or in the no parking spaces on Johnstone as we need to be able to keep traffic moving. If you do not plan to come in, pull into the right side of the driveway only.
 - Do not use the left side of the driveway until you have been signaled there by a staff member. We will open this lane when the earlier dismissal is finished.

For both the 3:00 and 3:15 dismissals DO NOT try to pass the line by going around. If there is a need for you to move forward, wait until you have spoken

to the faculty member on duty and they will guide you through. Wait in the line to pull away until signaled by the faculty member on duty. The driveway gets congested and we need to ensure everyone's safety.

Neighborhood School Buses

For those living in neighborhoods with school buses serving Doherty, the buses pick up students at the bus stop behind the Kemper playground usually between 3:15 p.m. and 3:30 p.m. It is your responsibility to notify your neighborhood transportation office if your child will not be riding the bus.

Seven Hills Shuttle

The Seven Hills shuttle arrives at Doherty at approximately 3:40 p.m. Students wait at the Kemper playground with a faculty member until the shuttle arrives. Upon arrival on the Hillsdale Campus, students will be picked up from the bus by their parents/caregiver, athletic coach or escorted to Lotspeich Encore Club.

After School Care (Doherty Campus)

Children who are attending Encore Club will go directly to their classrooms after school. Young students are escorted by an adult. Students who are waiting to attend an afterschool enrichment or athletic activity will wait in the Encore program if the activity is starting after 3:30 p.m.. If you are running late and arrive later than 3:40 p.m. (or after the shuttle leaves), your child will be taken to Encore Club and you should collect them there. After 4:00 p.m. Encore Club pick-up is only through the door on the east end of Haile Hall (facing Johnstone Place). On days with nice weather, Encore Club does go outside and so pick-up may be on either playground.

After School Athletic Practice and Activities at Doherty

Students with 3:30 p.m. activity times are supervised until they are picked up by the coaches. Students with later practices will go to Encore Club and their coaches will pick them up there.

If you are interested in using our Encore program on a regular basis make sure to sign your child up. Information can be found [here](#).