

## Morning Drop Off/Afternoon Pick Up

**Welcome to the 2016-17 school year.** We anticipate that your daughter will have a great start to her school year and her high school experience. In preparation for our first week of school, we would like to offer some suggestions that will help ease the traffic congestion at morning drop off and afternoon pick up throughout the year. Each day, there will be at least one member of the Mercy staff assisting with traffic flow in order to move all vehicles through at a smooth pace.

**The following suggestions will help keep traffic from becoming a problem both on and off campus.**

- Please enter the campus through the school entrance at Adeline and Alvarado, as **this is the only high school entrance**. The other entrances to the campus are for the Sisters of Mercy and Mercy Center; **you may not drop off or pick up at these entrances**. For safety purposes, we have an agreement with the City of Burlingame that all students will be dropped off and picked up inside of the campus. Do not drop off your daughter or pick up your daughter outside of the gate.
- Consider dropping your daughter off between 7:20 a.m. and 7:40 a.m. when the traffic is lighter.
- After school, we recommend that you wait and pickup 15 minutes after the school day has ended. With the juniors and seniors leaving campus, it is very congested immediately after school.
- When you arrive prior to the school's dismissal time, we will ask you to park in any available parking spaces. This will allow us to use as much space as possible and allow more cars to enter the campus.
- Please consider carpooling whenever possible.
- Lastly, the streets on campus and outside of our campus are very narrow. Please drive slowly and courteously while entering or exiting the main gate. We ask that you please stop if neighbors are trying to enter or leave their homes.

**Thank you for your cooperation.** If we can all work together, we can improve our traffic flow on campus and maintain a positive relationship with our neighbors.

If you have questions, concerns, or suggestions, you may contact Summer Dittmer, Assistant Head of School for Student Life at [sdittmer@mercyhsb.com](mailto:sdittmer@mercyhsb.com).