

## Morning drop off and afternoon pick up...

**Welcome to the 2015-16 school year!** We hope that your daughter has a great start to 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 two campus supervisors, 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 inside and outside of 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; therefore, we ask that you not drop off or pick up at these other 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. Please 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'd 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 campus. Please stop if neighbors are trying to enter or leave their homes.

**Thank you all for your cooperation.** I believe that if we can all work together we can improve our traffic flow on campus. 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).