



June 5, 2018

Dear (Madison) Staff-

We wanted to make you aware of construction work that is going to be done at Madison this summer. At this time, the construction is scheduled to last most of the summer.

**Starting Monday June 11, the main driveway where many staff park, is going to be torn out and replaced. You will not be able to use the normal parking lot. Staff will be parking on the Whitewood Street part of the parking lot (the other side of the median). You will need to walk around the construction area but will still be able to enter the building as usual.**

Parents will be bringing their children through the main entrance of the Madison building. This entrance faces Madison Avenue. From there, they will be directed a slightly different route through the hallway going past the old JMMS library and then down the HS hallway as usual to get to Early Head Start. There will be signs for them to follow.

The temporary entrance will also be used by children enrolled in the Y Summer Program and will be busy at certain times of day. The Y staff has been made aware of the fact that we will be sharing the entrance with them.

Please see the maps on the back of this memo.


We are sorry for any inconvenience and appreciate your cooperation!

Sincerely,  
Central Office

# Summer 2018 Parking Lot Construction at James Madison



 = Staff Parking & Entrance

 = No Parking