

On-Site Visit Reminder

Dear Parent/Guardian:

The time finally has arrived! Our class is going to *JA BizTown* tomorrow. The students have worked hard and are excited about this educational experience. It promises to be an event they will always remember.

Please help us have a successful experience by noting the following last-minute reminders:

1. Please have your child bring a bagged (or school provided) lunch in a disposable bag. The student's name and his or her *JA BizTown* business name should be written clearly on the outside of the bag. There is no access to refrigeration or microwaves at *JA BizTown*.
2. Please make sure your child arrives at school on time. Students need to arrive at school by _____ (*time*). Students will be returning to school at _____ (*time*).
3. Students should wear business casual clothes appropriate for their *JA BizTown* business position. This means no jeans and no shorts. Comfortable shoes are a must because students will be on their feet most of the day.

If you are one of our *JA BizTown* volunteers for the day, thank you again for assisting tomorrow, and for attending the previously held mandatory training. Volunteers will be expected by the *JA BizTown* staff; they should arrive at the *JA BizTown* facility for an early orientation that begins 60 minutes prior to the students' arrival. Students will arrive at *JA BizTown* at approximately _____ (*time*), so you should be there no later than _____ (*time*).

We look forward to seeing our students in action! It will be a wonderful day for all. Thank you again.

Sincerely,

(*Teacher's signature*)