

# Visit Information

## 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 sack lunch in a disposable bag. The student's name and his/her *JA BizTown* business name should be written clearly on the outside of the bag. Students do not need to bring drinks because they will use money they earn from their "job" at *JA BizTown* to "purchase" a drink at the restaurant.
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 completing the mandatory online training. Volunteers 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,

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(*Teacher's signature*)