

ON-SITE 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, **along with a mask**. The student's name and his or 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 "jobs" 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 attending the mandatory training in the morning. Students will arrive at *JA BizTown* at approximately _____ (*time*), so you should be there 45 minutes earlier.

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

Sincerely,

(*Teacher's signature*)