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)