

Simulation Visit Checklist

As you prepare to bring your students to JA Finance Park, use this checklist to assure all necessary information and materials accompany you on the day of your visit.

- ____ **1. Transportation:** Confirm bus transportation, specifically visit day arrival and departure times. In order for the day to run smoothly, prompt arrival and departure times are requested. If you have transportation difficulties and know you will arrive late at Junior Achievement, please call immediately. We will do our best to adjust the daily schedule to accommodate your needs. Call JA at 615-627-1200.
- ____ **2. Lunch:** Students, teachers and volunteers should bring sack lunches, including drinks, for the visit to JA Finance Park. No vending machines, microwaves or refrigeration will be available. Open food and drinks are only allowed in the Ryman Entertainment space at designated lunch times.
- ____ **3. Medication:** Teachers are responsible for dispensing all medication to students while are at JA Finance Park. Please see a JA staff member if you have medication for students that requires refrigeration.
- ____ **4. Personal Items:** JA will not be held responsible for lost or stolen personal items. Though there are unlocked storage lockers available for student coats and backpacks, please encourage students to leave personal valuables, cell phones and other electronic devices at home or school.
- ____ **5. Gum/Candy/Food Items:** Please ensure that all gum and candy is discarded prior to entry of the JA Finance Park facility. Food and drinks are only allowed during lunch time and in the Ryman Entertainment space.
- ____ **6. Check In:** Upon arrival, teaches are requested to check in and provide an attendance count to a JA Finance Park staff member.
- ____ **7. Permission and Photo Release Form:** Bring all signed Parent/Guardian Consent Forms to JA Finance Park.
- ____ **8. Extra JA Finance Park materials:** Please bring back unused student workbooks on the day of the visit so you will not be invoiced for them.