

BENNETT'S MILL MIDDLE SCHOOL BAND

210 Lester Road

Fayetteville, Georgia 30215

Director of Bands, Mr. David Gaines Phone: 770-716-3982, ext. 234

E-mail: gaines.david@mail.fcboe.org

August 19, 2013

Dear Students and Parents:

Welcome to Bennett's Mill Middle School! Thank you for enrolling your child in our band program. With this being my first year at Bennett's Mill Middle School, I look forward to continuing the tradition of excellence that has made BMMS the place to be for middle school band.

In an effort to limit copies and paper, the band handbook is on the school web site. The address is www.bennettmillms.org. Click on the "Connections" tab and then on "Band" to access the band's web page. The page will contain important dates, forms, photos, and band news flashes.

The on-line handbook is a very important informational tool. Please read through it with your child and return the appropriate **forms** and **payment** by **Tuesday, September 3, 2013**. If more time is needed before a payment can be sent in, please contact me prior to the due date or write a note on the student information sheet. Payment plans are also available as explained in the handbook.

The BMMS Band will be using the **Charms Office Assistant** program for many of its administrative needs. This on-line program will allow you to input student information, view your student account, submit practice records, volunteer for events, access handouts, and many other office-related tasks. The address is www.charmsoffice.com. Simply log in as a parent/student. The school code is **bmmsband**. The student passwords have been set as last name, first initial, and the year of high school graduation (example: [gainesd1998](#)). After signing in, the password can be changed. Instead of filling out a lot of paperwork, I am asking that parents visit the site and enter in the information requested under the "Student Information" tab. Please ignore the blanks that ask for driver's license and date of birth. While Charms is an awesome program, it is not custom to our band and some fields simply need to be left blank.

In an effort to help with organization, almost all band and times, for this semester, are listed on the band calendar included in the band binder. Please take the time to find the events which involve your child and make note of them in your personal planner. Be sure to check Charms weekly for band information and updates.

Please remember that I am here to help in any way that I can. Communication is the key to success. My contact information is located on the top of this letter. **Please be sure to include your e-mail addresses when you enter the student information on Charms.**

Our first band parent meeting will be held on **Wednesday, August 21, 2013 @ 6:30pm** for ALL band parents. It is very important that all band parents attend this meeting. Each meeting will include pertinent information and is also a chance to meet other band parents as well as opportunities to ask questions and to get involved. Thanks in advance for your support of the Bennett's Mill Band program!

Sincerely,

Mr. "G"