Chartwells

RENAISSANCE COLLEGE

Feb to Apr 2020 Meal Enrolment Form

YEAR 3

We will run the **enrollment system for Year 1 to 6**; **cash or Octopus Card for Year 7 to 13**. To enroll in our lunch program, we welcome students from Year 1 to Year 6 to complete this enrolment form by checking the boxes below, either for the entire month, or on particular days according to your choice. "**We have limited capacity in the dinning room for Year 1 to 2, so no late enrollments will be accepted**"

To avoid unnecessary delay in the processing of your child's lunch program, please include the student's first, middle and last names (with common names), as well as the grade and class identified on the form below. It is also recommended to include this information on the back of your cheque.

Please be kindly reminded below :
1) 4 - 19 April - Easter Holidays
2) 20 - 21 April - CDP days
3) 30 April - Buddha's Birthday

http://www.rchk.edu.hk/cafeteria/
*For Lunch Menu and Form, Please refer to the School Website

Payment Method:

By School or Post: Please make the cheque payable to "**Compass Group Hong Kong Ltd.**" send it to the Primary School Office or Cafeteria Cashier directly along with the payment. or mail to "Renaissance College, G/F Renaissance Cafeteria, No.5 Hang Ming Street, Ma On Shan, NT, Hong Kong SAR" or Come to Cafeteria Cashier directly by cash. If parents have any enquires, please send an email to: sallyliu@compass-hk.com or call RCHK Cafeteria 3556-3583

PPS: We accept PPS payment for meal enrolment. With PPS, you can make payment by using a touch-tone phone or via the Internet. Our PPS Merchant Code: **9737** and Merchant Name: **Compass Group Hong Kong Ltd**. To get your PPS Bill Account Number, you have to email the school name, student full name and student class to christiemak@compass-hk.com, and we will return the PPS Bill Account Number to you as soon as possible. Please allow two working days for payment transaction to be processed. Regarding PPS payment enquires, please send an email to : christiemak@compass-hk.com, helenliu@compass-hk.com or call RCHK Cafeteria at 3556-3583

Student Details

Name: _____ **Year:** _____ **Class:** _____

Contact No: _____ **Email Contact:** _____

Name of Bank: _____ **Cheque no:** _____ **PPS Payment Date:** _____

(please also return this form even if you chose PPS)

Meal Plan for Year 3

☐ **Monday to Friday 51 days - (*1) days + (*2) day x HK$ 29.50 =** **Total Amount**

***1 Deduction** ☐ 12-Nov ☐ 13-Nov ☐ 14-Nov ☐ 15-Nov ☐ 18-Nov ☐ 19-Nov

Please fill in the blank if you have enrollment in those few dates.

***2 Addition** ☐ **22 Nov 2019 CPD day change to Normal School day**

Open Plan for Year 3

☐ **Number of Days ( ) days - (*1) days + (*2) day x HK$ 29.50 =** **Total Amount**

***1 Deduction** ☐ 12-Nov ☐ 13-Nov ☐ 14-Nov ☐ 15-Nov ☐ 18-Nov ☐ 19-Nov

Please fill in the blank if you have enrollment in those few dates.

***2 Addition** ☐ **22 Nov 2019 CPD day change to Normal School day**

NOTE: **Please ensure to contact the onsite Chartwells team prior to 0900am if your child is going to be absent on an enroled date to ensure we can credit your account. We may not be able to credit or refund at a later date if we have no record of your notification. If RCHK is closed due to inclemant weather (Typhoon, Black Rain, etc.) or due to EDB instruction (i.e. nfluenza outbreak) prior to 7.00am, all enrolments will be credited to the next enrolment term. If the school is forced to close after 7.00am, we can not guarantee refund or credit of enrolment amount.**

Feb-20

Mon	Tue	Wed	Thu	Fri
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

TOTAL: 20 DAYS

Mar-20

Mon	Tue	Wed	Thu	Fri
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

TOTAL: 22 DAYS

Apr-20

Mon	Tue	Wed	Thu	Fri
		1	2	3
6 X	7 X	8 X	9 X	10 X
13 X	14 X	15 X	16 X	17 X
20 X	21 X	22	23	24
27	28	29	30 X	

TOTAL: 9 DAYS

Please return this form by post mail or walk-in by Friday 10th Jan 2020.

Reminder: Please STAPLE the bank cheque together with this form.