

# Notice About School Lunch Fees

Kawasaki City has transitioned to a "public sector accounting" system that will manage funds for school lunch fees as part of the City budget from April 2021.

## 1. Calculation of School Lunch Fees

- Annual school lunch fees will be calculated by multiplying the unit price per meal by the number of scheduled meals in the year.
- The amounts to be paid are fixed, as shown in the table below. You will be sent a notice with the amounts in about June.
- "No milk" refers to food allergies or lactose intolerance, and is applied when a "School Lunch Fee Category Change Notice" is submitted. General beverages such as milk are subject to suspension.

School		Elementary school	Junior high school		Schools for special needs education		
School Year			1st - 2nd grade	3rd grade	Kindergarten	Primary grades	Middle grades / Senior grades
Monthly rate	Full lunch	4,600 yen	4,800 yen	4,600 yen	3,000 yen	4,500 yen*	5,400 yen
	No milk	3,700 yen	4,000 yen	3,800 yen	2,100 yen	3,600 yen*	4,400 yen

\*The amount for schools for each class in special needs education schools are the same as for that elementary school

## 2. Payment Methods

- In principle, school lunch fees are to be paid by direct debit. If a direct debit registration is received by the 20th of the month before a due date, debits from the account will start from the following month. (If a weekend or holiday, the due date will be the next business day)
- The account transfer dates (due dates) for 2023 are as follows.

2022 School Year	1st payment	2nd payment	3rd payment	4th payment	5th payment	6th payment	7th payment	8th payment	9th payment
Due Date	June 30th	July 31st	August 31st	October 2nd	October 31st	November 30th	January 4th	January 31st	February 29th
Subject Month(s)	April / May	June	July	August/ September	October	November	December	January	February / March

[Please pay school lunch fees via bank transfer.]

You can set up and apply for bank transfers on the online account transfer website. (Please refer to the URL on the reverse side.)

## 3. Relevant Documents

In mid-June, you will be sent a "School Lunch Fee Payment Notice" for the amount and deadline of school lunch fee payment. If you pay by payment slip, you will be sent a payment slip around the 20th of the month with your "School Lunch Fee Payment Notice".

## 4. How to Change Your Registered Address, Name, Account Information, Etc. (2023 Changes)

- The following procedure should be followed if there is a change of address, name, or telephone number for the school lunch payer.

Content of Changes	Documents to be submitted to the School	Notes
Address (Mailing Address)	None*	*If you change your address, the mailing address for documents will be to the new address notified to the ward office, so you will not need to submit a "School Lunch Application Change Notification," <b><u>but if you wish to have documents sent to an address other than that notified to the ward office, please be sure to submit a "School Lunch Application Change Notification" to the school.</u></b>
Name of School Lunch Payer	School Lunch Application Change Notification	
Telephone Number		

- The following procedure should be followed if there is a change to the school lunch account information.

Content of Changes	Required Procedure
Change of Transfer Account	Please obtain an "Account Transfer Payment Request Form" from your child's school and submit it to the financial institution designated by Kawasaki City.
Change of Account Name (Change of Surname, etc.)	Please attach a copy of the passbook or other evidence of the change of name to the "School Lunch Application Change Notification" and submit it to your child's school (In the case of Japan Post Bank, you will need to go to the Post Office and use the designated Japan Post Bank form).

## 5. Adjustment (Re-Calculation) of School Lunch Fees

### (1) When notifying of suspension / resumption / changes to school lunch provision

- If your child's lunch provision status is changed to "Stopped (Not Provided)", "Restart after a Stop", or "Lunch Contents Changed (Milk is stopped or only milk is provided)", **please inform the school in advance by submitting a "School Lunch Fee Category Change Notification" and the school lunch fees will be adjusted.**

#### When milk is stopped or only milk is provided due to food allergies, etc.

Please submit a "School Lunch Fee Category Change Notification" if a change is made to "(1) Stopped", "(2) Stop Milk", or "(3) Provide Milk Only" due to food allergies etc. The school lunch fees will be adjusted according to categories (1) to (3).

#### If lunch is not necessary for 4 or more consecutive day due to injury, illness or long-term absence

If you know in advance that your child will not eat lunch **for 4 or more days in a row** due to injury, illness or long-term absence, the charging of school lunch fees can be suspended by submitting a "School Lunch Fee Category Change Notification" to their school.

#### When transferring to a school other than a municipal school

If you move out of the city or transfer to a private school, in principle you will need to follow the normal transfer procedures, but the submission of documents related to school lunch is not required. Please note that we cannot immediately stop charging for school lunch fees due to the ordering of ingredients.

#### Adjustments to school lunches (suspension, resumption, change) will be made based on notices received by the school.

School lunch fee adjustments will be applied commencing **from the 8th day after the day that the school receives the notification ("School Lunch Fee Category Change Notification" or transfer notification) (excluding Saturdays, Sundays, holidays, etc.).**

**In particular, regarding the suspension of school lunches, if there is no notification ingredients will still be ordered, so whether or not lunch is eaten you will be billed for the meals. Therefore, please be sure to notify the school in advance.**

Please note that if the notification is delayed, it may not apply from the desired date.

(Example) If you want to stop the school lunch from Friday 24th November to Wednesday 29th November 2023:

→ Deadline for submitting the "School Lunch Fee Category Change Notification" to the school: Monday 13th November 2023

### (2) When school lunch is not provided due to school events or temporary closures

- School lunch fees will not be charged on days when school lunch is not provided due to school events, etc.
- If the school (a grade, the whole school, or single class) is temporarily closed due to a typhoon or infectious disease and school lunch is not provided, school lunch fees will not be charged. In addition, as an SDGs initiative, ingredients for school lunches that are not able to be used in an emergency due to temporary closure, etc. will be used as ingredients in the children's cafeteria, etc.
- **In the past, if you have needed to skip school lunch due to being positive or a close contact with COVID-19 carrier, the cost of school lunch was refunded, but with the change to "Type 5" infectious disease under the Infectious Disease Act from May 8, 2023, refunds will not be made in the same manner as for seasonal flu. Repayments will continue to be made in the case of temporary closure.**

### (3) School lunch fees will be adjusted in the 9th payment

- In principle, school lunch fees will be adjusted in the 9th payment. The school lunch fees for the year will be fixed in February based on the number of meals provided, and the final amount to be paid will be adjusted in the 9th payment.
- The amount to be paid after the adjustment will be notified in the "School Lunch Fee Change Notice" issued in February. In case of moving out of the city, etc., the notice will be mailed in the month after the occurrence of the event (or later).
- If a reason requiring adjustment to the school lunch fees arises after the 9th payment amount has been confirmed, an invoice or refund will be issued in March. Any additional payments should be made using a payment slip.
- If school lunch fees are overdue, it will be set off against the unpaid amount instead of being refunded.

### (4) If you have difficulty paying school lunch fees

- Those who receive social welfare or a school expense subsidy do not have to pay school lunch fees. If school lunch fees are paid while waiting for certification, they will be refunded for the amount of certification (**applications must be made to receive school assistance, including those who received certification last year**).

#### 【Contact Information】

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Kawasaki City Board of Education Secretariat

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Email: [88kyusyoku@city.kawasaki.jp](mailto:88kyusyoku@city.kawasaki.jp)

Kawasaki City "public sector accounting transition" website:

<https://www.city.kawasaki.jp/880/page/0000121366.html> →



↑You can access the online  
account transfer  
application website here.

Each school will distribute the "School Lunch Fee Category Change Notification" and "School Lunch Application Change Notification" forms. You can also download them from the Kawasaki City website above. The school will give you a "Account Transfer Payment Request Form".