

# Notice About School Lunch Fees

## 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	3,600 yen	3,900 yen	3,700 yen	2,000 yen	3,500 yen*	4,300 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 2024 are as follows.

	1st payment	2nd payment	3rd payment	4th payment	5th payment	6th payment	7th payment	8th payment	9th payment
Due Date	July 1st	July 31st	September 2nd	September 30th	October 31st	December 2nd	January 6th	January 31st	February 28th
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 apply from Kawasaki City’s online account transfer application 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. If There Was a Change in Address, Name, Account Information, Etc.

- 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		

\* If your child is enrolled in the kindergarden or higher education division of a special needs school, the “School Lunch Application Change Notification” is always required.

- 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 use the “online account transfer application website” on the reverse side to register the desired account.
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. Suspension, Resumption, and Change of School Lunch (Adjustment 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.

Even if your child is absent for an extended period unexpectedly due to various circumstances, you will still be charged for school lunch if you have not submitted a "School Lunch Fee Category Change Notification". If you are in any doubt as to whether or not you should suspend school lunch, please be sure to contact the school or the Office of Health and School Lunch Promotion.

#### 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.

#### Points to note regarding notices using the "School Lunch Fee Category Change Notification"

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 Monday June 24 to Friday June 28 2024:

→ Deadline for submitting the "School Lunch Fee Category Change Notification" to the school: Wednesday 12th June 2024

### (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.

### (3) School lunch fees will be adjusted (settled) 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】

Office of Health and School Lunch Promotion,  
Kawasaki City Board of Education Secretariat

Telephone: 044-200-2539 FAX: 044-200-1810

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".