

To parents and guardians

Otsu Board of Education Office – School Lunch Division

Phone: 077-528-2636 (Direct Line)

Payment of School Lunch Fees Notice

School lunch fee payments made by parents and guardians cover the cost of purchasing ingredients that, together with the labor and fuel costs for cooking and delivery covered by the city, are used to make healthy school lunches for children in Otsu. In order to continue providing high-quality school lunches, we ask that you please cooperate in making school lunch payments on time. This year's school lunch payment amount, as well as how to pay for school lunches, is listed below.

1. Cost and Calculation Method of School Lunch Fees

Each month's total school lunch fee is based on the **daily school lunch fee (per meal) x the number of days that school lunches were provided during the month.**

Elementary School Daily Fee: 240 yen

Daily fee for meals may differ depending on allergies, etc.

Middle School Daily Fee: 290 yen

Please check the back page for more details

The amounts owed for each month, in the case that all possible school lunches are provided, are listed below. These amounts are subject to change depending on school events (such as field trips, athletic meets, etc.). The school lunch fee amount owed per month, based on the amount of school lunches provided that month, will be billed the following month. However, the school lunch fee amounts owed for February and March will be billed together in March.

2. Payment of School Lunch Fees

Bank account transfers will be initiated **on the 28th** (or the next business day if the 28th falls on a holiday or weekend) of the following month that school lunches have been provided. Please note that we will not notify you of the monthly school lunch fee that will be billed, so please refer to the chart below and confirm your bank account balance before the transfer date. In the event that a bank transfer is not able to be completed, a paper bill will be sent which should be paid in person at a financial institution indicated on the bill by the date it is due.

3. Accepted Financial Institutions for Bank Transfers

Shiga Bank, Kansai Mirai Bank, Kyoto Bank, Mizuho Bank, Mitsubishi UFJ Bank, Kyoto Shinyo Kinko, Kyoto Chuo Shinyo Kinko, Shiga Chuo Shinyo Kinko, Shiga-ken Shinyo Kumiai, Kinki Rodo Kinko, Lake Shiga Nogyo Kyodo Kumiai, Japan Post Bank

2025 School Lunch Fees (Estimated Amount & Payment Deadlines)

Period	Elementary School (Estimated Provided Lunches and Costs)		Middle School (Estimated Provided Lunches and Costs)		Payment Deadline (Transfer Date)
April	13 lunches	3,120 yen	13 lunches	3,770 yen	May 28 th
May	20 lunches	4,800 yen	18 lunches	5,220 yen	June 30 th
June	21 lunches	5,040 yen	21 lunches	6,090 yen	July 28 th
July	12 lunches	2,880 yen	12 lunches	3,480 yen	August 28 th
September	18 lunches	4,320 yen	18 lunches	5,220 yen	October 28 th
October	22 lunches	5,280 yen	21 lunches	6,090 yen	November 28 th
November	18 lunches	4,320 yen	18 lunches	5,220 yen	December 29 th
December	15 lunches	3,600 yen	15 lunches	4,350 yen	January 28 th
January	15 lunches	3,600 yen	15 lunches	4,350 yen	March 2 nd
February	18 lunches	4,320 yen	18 lunches	5,220 yen	} March 30 th
March	12 lunches	2,880 yen	11 lunches	3,190 yen	
Est. Yearly Payment	184 total lunches	44,160 yen	180 total lunches	52,200 yen	

※Additional fees will be included in your child's school lunch fee if they are a 5th year elementary school student who are provided milk at floating school. (These additional fees are not currently reflected in the estimated provided lunches and costs listed above)

※The estimates for provided lunches and costs which are listed above are as of April 2025. These estimates are subject to change due to scheduling of school events, etc.

School Lunch Fees Q&A

Q What if I am unable to complete the bank account transfer process?

A Please complete it as soon as possible. Until the process is completed, you will receive paper bills from Otsu which must be paid at an indicated financial institution or branch office of the city hall (convenience stores not included) by the date it is due.

Q What if the bank account transfer cannot be completed due to insufficient funds in the account?

A A paper bill will be sent during the middle of the following month from the initial transfer deadline, which you must pay for at an indicated financial institution or branch office of the city hall (convenience stores not included) by the date it is due. Please make sure sufficient funds are in your account by payment deadlines so that transfers can be completed successfully. You can confirm the deadline for each month using the table on the front.

Q I have completed the bank account transfer process, but am wondering how long until I have to do it again?

A Your bank transfer information can be used for a total of 9 years (6 years for elementary school and 3 years for middle school). You can continue to use it as well in the event that your child transfers to another municipal elementary or middle school within Otsu. However, in the event you would like to change your bank account used for account transfers, please contact the School Lunch Division or your child's school to receive another Bank Account Transfer Request Form.

Q Do I need to redo the bank account transfer process again if my child's parent/guardian's last name changed?

A Please submit another Bank Account Transfer Request Form with the updated name of the parent/guardian on it to the financial institution of your bank account.

Q How will school lunch fees for children with food related allergies be handled?

A Please inform your child's school of the cause of the allergy, symptoms, and instructions from the doctor, and adjustments to the school lunch fee can be made at the request of the parent/guardian. For example, a child with an allergy to milk will be charged the daily school lunch fee (240 yen for elementary school students) minus the cost of milk (60 yen) for a total of (180 yen) multiplied by the number of days during the month that school lunches are provided.

※Please reference the table below for individual prices of items included in school lunches.

Q How are school lunch fees handled if my child is absent from school due to sickness or injury, or if school is closed due to influenza, storm warnings, etc.?

A In both cases, since the ingredients for the school lunches were already ordered in advance, the school lunch fee will be collected. However, if you know in advance that your child will be absent due to hospitalization, etc., you will not be charged for a school lunch if you notify the school within 7 days prior (not including weekends or holidays) by noon that your child will not require a school lunch.

※Please follow your school's instructions for those who will not require a school lunch on the day of their high school entrance exams.

Q What happens if I do not pay the school lunch fee?

A Late penalty fees may be charged based on the number of days the payment is late. In addition, legal action may be taken if payments are not made by the deadline. (Please contact the School Lunch Division if you are experiencing trouble paying for your school lunch fees.)

Q Do I need to pay a transfer fee in addition to the school lunch fee?

A No transfer fee is required. Only the amount for the school lunch fee is required.

Q If I have applied for School Entrance Financial Aid, how will my child's school lunch fees be handled?

A ① If you were approved for the financial aid in March 2025:

Since the school lunch fee will be paid directly from the financial aid payment, the parent/guardian will not be billed during the period they are approved for (up to one year: from April 2025 to March 2026).

② If you were approved for the financial aid in June 2025:

School lunch fees for the first semester (from April to June) will be initially billed to the student's parent/guardian. If you are approved for financial aid after April, the total amount of school lunch fees you paid for pre-approval will be reimbursed at a later date (estimated to be October). As well, moving forward school lunch fees for the second and third semesters will be paid for directly from the financial aid payment, so the parent/guardian will not be billed.

③ If you were approved for the financial aid after July 2025:

Once the School Lunch Division is informed that you have been approved for financial aid, the parent/guardian will no longer be charged directly for school lunch fees. As well, the parent/guardian will be reimbursed for school lunch fees paid for before approval for financial aid.

※The amount that will be reimbursed will be the amount of any unpaid fees prior to approval for financial aid, if any, deducted from the amount owed.

※In principle, the bank account that will be reimbursed will be the same transfer account that made the school lunch fee payments.

※In the event that School Entrance Financial Aid is revoked partway through the school year, a payment slip will be sent to the parent/guardian or a debit from the account will be initiated from the following day.

※2025 School Year Price Chart

School	Main Food Cost	Drink Cost	Side Food Cost
Elementary	Rice: 58 yen, Bread: 65 yen, Noodles: 60 yen	Milk: 60 yen, Yogurt Drink: 56 yen	240 yen — (Main Food Cost + Drink Cost)
Middle	Rice: 68 yen, Bread: 74 yen, Noodles: 64 yen	Milk: 60 yen, Yogurt Drink: 56 yen	290 yen — (Main Food Cost + Drink Cost)