

School Lunch Reservation System "Usage Guide"

— Kyoto City Optional Junior High School Lunch —



How to use from the next page!

3 Steps for usage	P1 Top
Payment for School Lunch Fees	P1 Bottom -
School Lunch Reservation	P4 -
Confirming Reservation Status	P6 Bottom
Q&A (Cancelling Reservations etc)	P7

- School Lunch fees can be paid by **Credit Card**.
- For families receiving school aid, please confer with the school.

Main Functions

The screenshot shows the website interface with numbered callouts 1 through 10 corresponding to the functions listed on the right. The interface includes a header with the school name, a navigation menu, and a main content area for making reservations. A calendar for January 2020 is visible, with a callout for the daily lunch menu for January 16th.

- 1 Login / Logout** You can use your ID etc to login and logout.
- 2 Home** You can display the calendar
- 3 List of Reservations** You can confirm the reservation status in list format
- 4 Deposit History** You can confirm the deposit and withdrawal history for Lunch Fees
- 5 Reservation History** You can confirm the reservation history
- 6 Notice** You can find out information related to School Lunches
- 7 Credit Card Payment / Payment Processing** You can make payments using Credit Cards
- 8 Menu List** You can view the monthly menu with photographs
- 9 Today's Lunch** The daily School Lunch is displayed each day
- 10 Balance** The School Lunch balance amount is displayed

英語 中国語
• English • 中文

韓国語
• 한국어 버전

For other language versions →



Step 1

Receive Convenience Store Payment Slip etc.

- Convenience Store Payment Slip
- Login Notice



Step 2

Payment for School Lunch fees

20 or 90 meals at a flat price (1 meal 310 yen)

- Credit Card Payment
(automatic payment; payment on a case-by-case basis)
* Automatic Payment for 22 Meals is also available.



- Convenience Store payment slip
(Cash / Electronic Money)



Families receiving schooling assistance are not required to pay.

Step 3

School Lunch Reservation

Batch payment until graduation

"From Now On Reservations"

or reservation at **1 month or 1 week** intervals

- Smartphone or PC
- Marksheet



Step 1

Receive documents required for usage

The following documents will be distributed at school.

Distributed to all students

① **Convenience Store payment slip**

- Used in the case of payment at convenience stores.
(Not used in the case of Credit Card payment via the School Lunch system)

② **Login Notice**

- Includes "Login ID" and password needed to use the School Lunch Reservation System
(Password can be changed in the School Lunch Reservation System)

Distributed to eligible students (Contact the school if needed)

③ **School Lunch Reservation Mark Sheet / From Now On Reservations Application**

- Used when reservations are made by smartphone or PC.

④ **Request form to exclude Milk***

- Used to Junior High School School Lunch users who cannot drink milk for health reasons.

*** To exclude milk**

If a student using the junior high school lunch program is found to have a milk allergy or lactose intolerance based on the Kyoto City School Life Management Guidance Chart (for food allergies), or if a doctor confirms that the consumption of milk is prohibited, the provision of milk will be suspended. Please contact the school.



Please note that we cannot stop serving milk if it is due to preference.

- Milk products besides milk, such as yogurt cannot be excluded.
- Milk products used in the cooking process for side dishes cannot be excluded.

Step 2

Payment for School Lunches (Payment is required before reservations)

There are 3 payment methods

- (1) **Automatic payment by Credit Card**
- (2) **Payment by Credit Card** (one-time payment)
- (3) **Convenience Store Payment Slip Payment** (one-time payment)

Please access the School Lunch Reservation System.

(URL)

<https://kyoto1-city.futureinn-lunch.jp/SchoolLunch/>

(QR Code)



(1) Automatic payment by Credit Card

Monthly payments for School Lunch Fees will occur automatically.

1 meal: ¥310

Fee: 1%

• If you use this service together with the Always Reserve service (middle part of page 4), you will be able to make a monthly deposit of 22 times (¥6,888 yen) and complete the reservation for the month automatically.
(This can help prevent forgetting to reserve School Lunches.)

• **If the meal balance falls below 22 meals, 6,888 yen will be charged automatically** on the 1st of the month (next business day if this is Sat/Sun/Holiday) from the month after the card is registered.

(Example) If registration for automatic Credit Card payments done on May 25th and the balance is 4,000 yen as of June 1st, then a payment of 6,888 yen will be made on June 1st. (Total balance: ¥10,800)

*6,888 yen = 310 yen x 22 meals (Number of meals in the month with the most meals each year) + Payment Fee 68 yen

① Login to the School Lunch Reservation System

• User ID and password are printed on the Login Notice

② Click "Card Payment Storage Processing" on the top page of the School Lunch Reservation System

③ Click "Credit Card Automatic Payment here"

④ Confirm the details of Term of Usage and click "I agree".

⑤ The system will register the card information (check validity). (Registration is completed if it progresses as below)

(2) Payment by credit card (one-time payment)

1 meal: ¥310

Fee: 1%

Two payment amounts are available, so please use according to your needs.

Payment amount	20 meals	6,262 yen (6,200 yen + payment fee 62 yen)
	90 meals	28,179 yen (27,900 yen + payment fee 279 yen)

*In either case, any remaining balance will be refunded upon graduation.

① Login to the School Lunch Reservation System

- User ID and password are printed on the Login Notice

② Click "Card Payment Storage Processing" on the top page of the School Lunch Reservation System

③ Choose the amount and click "go to payment screen", and confirm the usage details and click "next".

④ Enter the information for the Credit Card that will be used for payments and click "confirm". Confirm payment details and click "make payment". If the payment notice screen is displayed, the process is complete.

*The balance update may take up to 1 hour to complete.

(3) Payment by Convenience Store Payment Slip (one-time payment)

1 meal: ¥310

Fee: ¥93

Two payment amounts are available, so please use according to your needs.

Payment amount	20 meals	6,293 yen (6,200 yen + payment fee 93 yen)
	90 meals	27,993 yen (27,900 yen + payment fee 93 yen)

*In either case, any remaining balance will be refunded upon graduation.

- This payment method uses the dedicated Convenience Store Payment Slip (*1) provided at school.
- Bring the Convenience Store Payment Slip to the cash register at a convenience store printed on the back of the form.
- After making the payment for the School Lunch Fees, the School Lunch Reservation System will have this amount loaded(*2) and School Lunch reservations will be possible.

You can also make **payments at home** by scanning the barcode on the payment slip with your smartphone payment application. (Supported e-money: LINE Pay, PcyB, Rakuten Bank Convenience Store Payment Service. Also, PayPay and auPay to be added in April 2021)

*1 The next Payment Slip will be distributed to School Lunch users in May and November.

*2 The amount **will be loaded (charged) in 2 days** (on weekdays, excluding year-end/new year's. This may be as fast as 1 day depending on the convenience store)

Step 3

School Lunch Reservations

(Payment of the school lunch fee is required before making a reservation)



New 1st year junior high school students School lunch reservations for April

For the April school lunches for new 1st year junior high school students, please apply for school lunches using the special Reservation Application Form.

※All students are required to submit this form regardless of whether or not they use the service. The form is enclosed with the login notice.

※The School Lunch Reservation System and School Lunch Reservation Mark Sheets, etc. will be used for accepting reservations for May school lunches (Acceptance starting on April 1) and beyond.

	Reservation Period	
	School Lunch Reservation System (Smartphone or PC)	School Lunch Marksheet etc. (Distributed and submitted at school)
(1) Batch "From Now On Reservations" until graduation	End of month before last	Refer to the top of Page 6.
(2) "One Month" reservations "One Week" reservations	1st to the 18th in the previous month *	

How weeks are defined
(weeks start on Sunday and the week that includes the 1st of the month is the First week)

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
First Week	2						1
Second Week	9	3	4	5	6	7	8
Third Week	16	10	11	12	13	14	15
Fourth Week	23	17	18	19	20	21	22
Fifth Week	30	24	25	26	27	28	29
Sixth Week		31					

The above is a sample calendar

* The deadline for reservations may be moved up a few days due to the need to order foodstuffs for mass preparation of school lunches. Each month, information will be provided on the Menu List (distributed two months before) and in the School Lunch Reservation System, and can also be checked at the Call Center (bottom of page 7).

(1) Batch "From Now On Reservations" until graduation (Smartphone or PC)

Monthly School Lunch reservations will be made automatically under graduation.

- The reservation deadline is the last day of the month and will be "automatically registered as reservations for the month after next" on the 1st of the following month.

For the following month's meals, you need to make a reservation separately.

(Example)

If "From Now On Reservations" are registered between March 1st to March 31st... School Lunches will be reserved at once from May until graduation, therefore School Lunches for April will need to be reserved in a one month increment.

Go to Page 7 for cancelling reservations and how to cancel From Now On Reservations

Use with Credit Card auto-payment (Page 2 Top) to avoid forgetting to reserve School Lunches.

① Login to the School Lunch Reservation System

- User ID and password are printed on the Login Notice

② Click "From Now On Reservations" from the top page of the School Lunch Reservation System.

③ Click **“Register here”**

④ The top page will be displayed after registration is complete.

*Since “From Now On Reservations” are auto-reserved from two months after, please make reservations for the following month yourself.

⑤ You can confirm the registered information from the bottom of the “personal settings” on the top page under Registration Status under “From Now On Reservations”.

(2) Reserve in **“Monthly Increments”** or **“Weekly Increments”** (Smartphone or PC)

Please make reservations in the previous month for the period of usage.

See Page 7 for How to Cancel

• **The Reservation Period is around the previous month’s 1st to 18th *.**

* The reservation deadline may be moved up a few days. Information will be provided on the monthly Menu List (distributed two months before) and in the School Lunch Reservation System, and can also be checked at the Call Center (bottom of page 7).

① **Login** to School Lunch Reservation System

② Click **“To Next Month”** to display the reservation month.

③ Click **“Batch reserve 1 month / 1 week”**.

④ Choose **the period to reserve**.

• Mark either “Reserve 1 month” or “Reserve the weeks to reserve (multiple selections possible)”.

⑤ Click **“batch reserve”**.

⑥ The reservation results will be displayed on the calendar.

Please check the reservation status on the Reservation List. (Bottom of page 6)

(For reference) Days on the calendar without school lunches registered are days such as Saturdays and Sundays without lunch service.
Days on the calendar displayed as “suspended” are days without lunch service due to school or grade events.

(Distributed and submitted at school)

This is a way to make reservations without using a smartphone or PC.

	1 month / 1 week increments *¹	Batch reservation until graduation
Sheet	“School Lunch Reservation Marksheet”	“From Now On Reservations Application Form”
Reservation Period (Submit to school)	From around the 1st to 10th in the previous month *²	Deadline is the 20th two months prior

- *1 If you require “School Lunch Reservation Mark Sheets” or a “From Now On Reservations Application Form”, please contact your school. The school will provide the forms.
- *2 The deadline for reservations may be moved up a few days due to the need to order foodstuffs for mass preparation of school lunches. Each month, information will be provided on the Menu List (distributed two months before) and in the School Lunch Reservation System, and can also be checked at the Call Center (bottom of page 7).

(Example of how to make School Lunch reservations by marksheet)

- ① Enter required items and submit to the school.

[illegible]

- ② A “Marksheet Application Notice” will be provided at the end of the previous month for those reserving by Marksheets, so please confirm the reservation details and balance. Also, in the case that there is an insufficient balance, reservations cannot be made.
(The notice will show “insufficient balance”.)

[illegible]

How to confirm reservation status

Reservation status can be confirmed via the School Lunch Reservation System. In the case the reservations are made by marksheet, as a rule, the reservations results will be provided at the end of the month prior to the school lunch provision by the school (This can also be confirmed through the call center (Page 7 bottom).)

*During the trial period only (2019), the reservation status will also be sent out for reservations made by on the School Lunch Reservation System.

Reservation Status	and	School Lunch Fee Deposit and Withdrawal Status
--------------------	-----	--

- | | |
|----------------------------------|---|
| ① List of Reservations | You can check the meals that are currently reserved. |
| ② Deposit and Withdrawal History | You can confirm the deposit and withdrawal history for Lunch Fees |
| ③ Reservation History | You can confirm the reservation history |

"From Now On Reservations" registration status

- ④ Personal Settings You can confirm the “From Now On Reservations” registration status can be confirmed at the bottom of the page.

京都市中学校給食予約システム
CITY OF KYOTO SCHOOLING RESERVATION SYSTEM

④ 個人設定 文字サイズ 小 中 大
パスワード変更 ログインアウト

利用者 京都中学校 きょうときょうしゅう 様

ホーム ① 予約一覧 ② 入出金履歴 ③ 予約履歴 お知らせ カード決済
収納処理

● 給食の予約をする ●

新立一覧表示

1月10日 金曜日

本日の給食

1か月・1週間分一括予約する

1か月・1週間分一括キャンセルする

ずっと予約する
●卒業するまでの間、自動的に予約が入る予約方法です。

毎月へ 2020年1月 次月へ



●Login Related

I can't log in to the School Lunch Reservation System

The login ID and password are case-sensitive between upper and lower case so please refer to your login notice and enter correctly.

I lost the "login notice" or "convenience store payment slip" . Can these be reissued?

Please contact the call center for the reservation system below.

These will be reissued and provided via the school about 1 week after the Call Center is contacted.

Also, in order to protect personal information, login ID and password cannot be communicated over the phone. However, in the case that an email address has been registered in advance on the School Lunch Reservation System, the "login ID" and "password" can be sent to this email address.

●Reservation Status

I am worried about whether my reservation has been made. How can I check?

If a reservation has been made, it will be displayed on the Reservation List as a meal being reserved. (Bottom of page 6)

You can also check at the call center with your ID and student information.

●About how to cancel reservations

Can reservations in 1 month or 1 week intervals be cancelled?

As long as it is during the reservation period*, changes or cancellations can be made at any time using the "Mass Cancel 1 month / 1 week" button. When the School Lunch Reservation System is not being used, fill out the Reservation Change Application Form and submit to your school. (Please contact your school if you need an application form).

*In the case of cancellations in 1 week increments, as a rule, up to 10 days in advance, based on the Monday of week lunch will be eaten, including the previous day.

After a long vacation or extended leave, the usual cancellation date may differ.

You may refer to the reservation system and menu schedule notifications for more information.

●Related to "From Now On Reservations" and "Credit Card Auto payment"

How can I change "From Now On Reservations" and "Credit Card Auto payment" ?

You can make changes to your registration details on the 'Personal Settings' page at the top of the school meal booking system. (Credit Card information can be made from the "Card Payment Storage Processing" page.)

When is the payment deadline for School Lunch Fees for "From Now On Reservations" ?

School lunch fees must be paid in advance by the first of the previous month.

In the case that there is an insufficient balance, reservations cannot be made so using "Automatic payment by Credit Card (Page 2)" is convenient since the balance will not run out.

I am using "From Now On Reservations" but can I cancel 1 month or 1 week worth of lunches?

During the reservation period, the same "reservation cancellation process" above can be used.

If you have any other questions, please contact the following:

- Contact Details (Open 9:00 to 17:00 Excluding Sat/Sun/Holidays and End of Year /New Year's)
 - **School Lunch Reservation Call Center** (Future Inn Corporation)
Telephone 052-732-8948
(Regarding **distributed documents, School Lunch reservations, School Lunch payments**)
 - **Kyoto City Board of Education** Physical Education and Health Education Office (Person in Charge of Junior High School School Lunches)
Telephone 075-708-5323 (**About menu details**)