



Guide for Digital Meal Registration

Dear Students, Dear Parents,

Thank you for your patience. To ensure that the registration process can be used smoothly in the future, we have conducted many test runs. Let's get started.

Why must all children order meals?

The State of Berlin has contractually obligated us caterers to equip each school with a digital ordering and billing system. Starting from November 2024, all children must select and order a menu digitally for each day. Only if a meal has been ordered, can it be picked up and consumed. This means:

- No order means no meal for your child.

To do this, all children must be registered in the digital portal, just as before. The only difference now is that children in grades 1 to 6 must also order their meals independently. Only on field trips or class trips will orders still be placed by the school.

Key points at a glance:

Primary and Secondary Levels

- All children must order or cancel a menu by 6:00 PM the day before.
- For Monday, orders must be placed by 6:00 PM the previous Friday.
- If no order is placed, unfortunately, there will be no meal.
- After registration and confirmation of the child, the current menu can be viewed, and the desired meal can be ordered directly.
- Special diet orders must be registered separately.
- The medical certificate for special diet needs must be sent to sonderkost@40seconds.de.

Primary Level: Children from Grades 1 to 6

- Meals remain free for all children.
- Group orders are no longer possible.
- Each day must be ordered individually.



Secondary Level: Children from Grade 7

- Orders for the entire month are still possible.
- Cancellations must be made by 6:00 PM the day before; otherwise, the meal will be charged.
- Each menu costs €5.16.
- You will receive the account details for card top-ups after registration in the ordering portal. • After confirmation from us, delivery is possible.
- Your child can start receiving meals from the first day, even if the payment has not yet been credited. Starting from the 5th day, if no payment has been received, the card will be blocked until the account is balanced.

Registration

Registration takes place on our digital registration portal at:

<https://schulesen2.40seconds-kids.de/>

1. Click on "Registration for Meals."
2. Enter the individual "School Code" **02K0266**.
3. Enter your child's personal details and then the details of the "Legal Guardian."
4. Read and confirm the "Terms and Conditions."
5. Press "Save."

You will then receive a registration E-Mail with a request to confirm your registration. Only then will you receive your personal login details in a second email:

- Username: XXXXX

- One-time password: YYYYY

6. Log in at <https://schulesen2.40seconds-kids.de>.
7. Enter your username and password.
8. Read and accept the "Privacy Policy."
9. Read and accept the "Terms and Conditions."
10. Change the password and save it.
11. Read and agree to the "Lunch Agreement."



WELCOME!

- We now look forward to menu selection.
- For fee-paying children from Grade 7 onwards, payments can be made immediately by bank transfer. Until the payment is credited, the registered child will receive a fictitious credit for 5 meals until the payment is received.

Each child will receive their chip card directly at the school's meal distribution point. Please don't forget the student ID card.

Best Regards

Your 40 SECONDS KIDS Team