

2025 FEES & BOOKINGS INFORMATION SHEET

Term Time

All Cottage Permanent, Casual and Vacation Care bookings are predicated upon the Parent / Carer having demonstrated agreement to the following:

1. Fully completing and up-dating (when requested) each child's enrolment record including supply of all additional information (e.g. health and welfare) as requested by the service.
2. Signing of The Cottage's Complying Written Agreement as regards to the opening hours, bookings and advance payment of fees protocols being as determined by The Cottage. (see website Fees Tab).
3. Reading The Cottage General Terms & Conditions and Casual Booking Terms & Conditions and Additional Vacation Care Terms, Conditions & Permissions (see website About Us Tab).
4. Accepting of liability for fees, irrespective of attendance and of whether a subsidy is subsequently provided by the government to reduce that liability. (see General Terms & conditions - website About Us Tab).

Opening Hours: Before School Care: 7:30 AM – 9:00 AM After School Care: 03:30 PM – 6:30 PM	Annual Enrolment Fee \$60 charged in February, or at first booking.
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TERM TIME	Permanent/Recurring Weekly	Permanent/Recurring Fortnightly	Casual
Before School Care (BSC)	\$26	\$26	\$31
After School Care (ASC)	\$36	\$36	\$41
Booking regulation	Must be booked seven days in advance Default until end of calendar year unless end date is chosen OR Can be booked via email	Must be booked seven days in advance Default until end of calendar year unless end date is chosen OR Can be booked via email	Must be booked on guardian's XAP account Can be booked up until the end of the session
Cancelling regulation	Mark child/ren absent on guardian's XAP account OR Cancel via email seven days in advance (best for multiple days) No Permanent Bookings suspensions (for family holidays) or swaps (i.e. trading sessions of equal value) will be offered. Bookings must be either, absented, or ceased.	Mark child/ren absent on guardian's XAP account OR Cancel via email seven days in advance (best for multiple days) No Permanent Bookings suspensions (for family holidays) or swaps (i.e. trading sessions of equal value) will be offered. Bookings must be either, absented, or ceased.	Mark child/ren absent on guardian's XAP account OR Cancel on guardian's XAP account Can be cancelled anytime up till the start of the session

SHOULD YOU CHOOSE A PERMANENT BOOKING OR A CASUAL BOOKING?

1. Parents should choose casual bookings if they want options to cancel days or if unsure of their needs for on-going, pre-booked sessions.
2. Parents should choose permanent bookings for convenience and price but only when they are certain of the days they require as penalties will be applied for cessations; absences must be paid for and the s/w does not allow for permanent booking cessations to be actioned by parents.

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Vacation Care

Please read VC Booking & Fee information on the relevant VC Program (see website Vacation Care Tab – VC Info) for all booking and fee information.

Opening Hours: Vacation Care 08:00 AM – 06:00 PM	Annual Enrolment Fee \$60 charged in February, or at first booking.
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VACATION CARE	Early Bird Discounted Rate	General VC Booking Rate	Short Notice VC Booking Rate
Casual bookings only	\$85 (\$20 extra for excursions paid in arrears)	\$115 (\$20 extra for excursions paid in arrears)	\$130 (\$20 extra for excursions paid in arrears)
Booking regulation	Must be booked on guardian's XAP account See relevant VC program for dates	Must be booked on guardian's XAP account See relevant VC program for dates	Must be booked on guardian's XAP account See relevant VC program for dates
Cancelling regulation	Mark child/ren absent on guardian's XAP account No Cancellations/Refunds available	Mark child/ren absent on guardian's XAP account OR Cancel via email (full session refund with \$50 cancellation fee with 7 days notice)	Mark child/ren absent on guardian's XAP account No Cancellations/Refunds available
Room	VC Yr K-4 OR VC Yr 5&6	VC Yr K-4 OR VC Yr 5&6	VC Yr K-4 OR VC Yr 5&6
Session	<i>\$85 EARLY BIRD</i>	<i>\$115 GENERAL</i>	<i>\$130 SHORT NOTICE</i>

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Additional Fees

Fee name	Fee Amount	Fee Description	Term Time	Vacation Care
Annual Enrolment Fee	\$60	A yearly fee billed at the start of February (or upon new enrolment) per child, unless written notice of withdrawal is received beforehand.	N/A	N/A
Admin Booking Fee	\$10	Applies to bookings made outside the Xap system. Charged per booking.	YES	YES
Fortnightly Booking Fee	\$10	Admin Booking Charge for fortnightly booking. Charged per booking.	YES	N/A
ASC Attendance Non-Advice / Admin Fee	\$10	For unnotified after-school care attendance. Charged when a child arrives without a booking.	YES	N/A
NO BSC Explicit Handover fee	\$10	Applies when children are not directly handed over to staff for before-school care.	YES	N/A
Cancellations of a Casual Term-Time Session Fee	\$5	Applies to cancellations of casual term-time sessions within 2 days of the session.	YES	N/A
Permanent Booking Cessations Fee	\$15	Charged when requesting cancellation of a permanent booking; must be via email at least 7 days in advance.	YES	N/A
Finders Fees	\$5	Charged if a child is not marked absent by 3:30 pm and must be located by staff. Per child.	YES	N/A
Failure to Sign in/out Fee	\$5	Applies when a child is not signed in or out at the Kiosk (unless staff are informed in advance).	YES	YES
Early Drop-Off & Late Collection of Children	\$10 per 15 minutes	Charged if a child is dropped off before opening or picked up after closing. Calculated in 15-minute increments.	YES	YES
VC Cancellation Fee – General Bookings Only	\$50	For any cancellations made under a GENERAL session booking; must be requested by email at least 7 days in advance.	N/A	YES
VC Cancellation Fee – Early Bird	\$85	Non-refundable for cancellations or absences when booked under Early Bird.	N/A	YES
VC Cancellation Fee – Short Notice	\$130	Non-refundable for cancellations or absences with Short Notice.	N/A	YES
VC Excursion Fee	\$20	Charged per child who participates in a vacation care excursion. Charge made in arrears.	N/A	YES

Extra Rules / Conditions for Casual, Permanent and Vacation Care Bookings

- A XAP enrolment's designated 'Primary Guardian' is the legal entity responsible for the enrolment and all associated fees.
- Guardians who do not advise before end of January, their wish to have their enrolment de-activated will be liable for that year's per child enrolment fee.
- Child Care Subsidy cannot (by law) be applied to permanent bookings absences related directly to either early cessation of permanent bookings or failure to provide proper notice of permanent bookings cessation.
- No credit is offered for-attendance on a Permanent or Casual Before or After School Care or Vacation Care session for use on another day or by another child.
- No refunds are given for non-attendance, nor will cancellations or cessations be actioned after marking an absence.
- Parents/Carers are obliged to notify The Cottage by email in advance of any new permanent or temporary pick-up authorisations; this includes any unnotified extra-curricular activity transports or day changes.
- Penalties and charges are not Child Care Subsidy subsidized.