



St Nicolas Playgroup

Admissions and fees policy

1.0 Admissions

It is our intention to make our group accessible to children and families from all sections of the local community.

We have no set criteria for admissions and give places when available.

We retain a waiting list when immediate entry is not possible. We operate the waiting list on a first come first served basis, but we will also take the following into consideration:

- Whether the child has a sibling already in attendance,
- Whether the child will be taking their full funding entitlement at St Nicolas Playgroup.

2.0 Admission for children with additional needs

Children with special/additional needs are admitted to the playgroup after consultation between parents/carers, playgroup management, and outside agencies. We ask parents to give as much notice as possible for a child with disabilities or special/additional needs, to enable us to explore how we can provide most effectively for that child. This may include staffing ratios being adjusted, therefore each individual case is discussed between families and management to enable a smooth transition from home to our playgroup.

All children are welcome where we feel we can adequately meet their needs. Information on the admission form and at the initial parents meeting is collected to ensure each child's individual needs are met. In some cases, we may seek further professional advice to support the admission of a child with special/additional needs to ensure adequate and suitable provisions can be made to suit their requirements.

3.0 Session timings

The hours available are Monday, Tuesday, Thursday, and Friday from 09.15 to 15.15 and Wednesday from 09.15 to 12.15.

Early drop-off from 08.45 is available at an additional cost of £3.50.

4.0 Registration and donations

Parents/carers are asked to fill in all necessary forms before their child's start date. They will also have the opportunity to attend a settling-in session where they will meet their child's key person.

Parents are asked to pay a consumables fee to help cover any additional expenses. This is charged at £3 per day. Families on low-income funding support will not be asked to pay this fee. NB. The consumables fee is at the parent's discretion; this will not affect entry to the group and no child will be excluded from any activity if their parents are not willing or able to pay.

St Nicolas Playgroup (Taplow), The Reading Rooms, Taplow Village Centre, Taplow, SL6 0EX

Tel: 07538 491936

Ofsted Registered No. EY240777

Registered Charity No. 1155996



We have also introduced a voluntary snack contribution. We have a snack box on display as you bring your child in and would much appreciate any pack of fruit or savory biscuits as a contribution to help support the group with additional costs that our funding does not cover.

5.0 Funding

All children qualify for a funded place the term after their third birthday.

We also accept additional Government funded hours for 2, 3 and 4 year olds. Please check your eligibility for funding by visiting www.childcarechoices.gov.uk

To qualify for additional funded hours parents/carers need to be eligible and meet the government criteria. If parents/carers meet the criteria, they will be issued a code that is valid for 3 months. This code needs re-validating every 3 months. It is the responsibility of the parent to check the code's validity and if there is any period where the code is not valid, we will not receive the funding which will mean that the sessions will be charged by us to the parent at the current sessional rate.

6.0 Fees

Parents of children under 3 (and 1 term) who do not yet qualify for a funded place, will be charged £26 per session. Those who are over 3 and 1 term who do not qualify for additional funding, or who have taken up their funding at another group will be charged £19.50 per session. This amount is under **annual** review and will be discussed at our yearly AGM in October. Invoices for these fees will be monthly.

In the case of hardship please speak to the Group Management team and we will do all we can to help.

We are also registered with EdenRed, Reward Gateway, Yellownest and Computershare Childcare vouchers for parents whose employer offer a scheme towards saving for childcare costs.

Low-income families can apply for additional EYPP funding. Advice for parents who might qualify will be given, please ask a member of staff to help you.

7.0 Additional points to note

Parents do not have the right to a funded place at a provider; they have the right to a funded place in their LEA.

Parents need to be aware that due to the high demand for places within the community, we may not be able to offer their child the full entitlement. Parents can take up lesser funded entitlement with us or choose to spread their funded entitlement with other providers.

We will, wherever possible, hold a vacant place for emergency admissions.

We are flexible about attendance patterns to accommodate the needs of individual children and families. Please however, be aware of Bucks County Council attendance requirements. We are audited by Bucks CC to ensure parents are taking up their requested funding allocation. Parents must be aware that if they are repeatedly not using their allocation this could be withdrawn by Bucks CC. As a group, we will monitor repeated absences.

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We will monitor admissions to ensure that our intake is representative of social diversity.

This policy was reviewed by:	The Manager	Signed
On:	Date: 21 August 2025	VE Evans
Date of next review:	Date: 21 August 2026	