



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 and registration

Both settings are open 38 weeks a year and Government funding can be used to cover all 38 weeks.

3.1 Taplow (for children 2-4 years)

At Taplow we offer 27 hours a week as standard across the following days: 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.



3.2 Dorney (for children 9 months to 2 years)

The Dorney setting is open 9.30 to 3.30 daily (offering 30 hours per week). If you require an early drop-off at 8.30, there will be an extra charge of £10.

To successfully register your child at St Nicolas Playgroup, parents/carers are asked to fill in all necessary forms before their child's start date. Children will also have the opportunity to attend a settling-in session where they will meet their child's key person.

4.0 Funding

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

We also accept additional government funded hours for children aged 9 months to 4 years old. Please check your eligibility for funding by visiting: [Best Start in Life](#).

To qualify for additional funded hours parents/carers need to be eligible and meet the government criteria.

If working 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.

Your funding entitlement can be used to pay for sessions and early morning drop-offs, up to the maximum of 30 hours. Any additional hours will be charged and appear on your invoice.

Parents/carers of 2-year-olds currently in receipt of additional government support may also be entitled to 15 hours of 2-year-old funding. A special 5-digit code will be provided which needs to be validated by the playgroup before the child can start. This code does not need to be renewed every 3 months.

5.0 Fees

5.1 Taplow

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 review annually 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.

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

Tel: 07538 491936

Ofsted Registered No. EY240777

Registered Charity No. 1155996



5.2 Dorney

Fees at the Dorney setting are £36 per 3-hour session. If your child does a 6-hour session and you require an early drop-off there will be an extra charge of £10.

Working parents could be entitled to 30 hours of funding for children aged 9 months and over. Please check your entitlement here <https://beststartinlife.gov.uk/> and provide us with your code when applying for your place.

6.0 Consumables fees and donations

Consumables fees are to cover items not covered by the funding. This is charged at £3 per session and is capped at £3 regardless of whether your child does 1 or 2 sessions that day. The £3 charge is split in the following way: £1.50 for food-related consumables (i.e. children's morning and afternoon snack) and £1.50 for nonfood-related consumables. 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. There is also an option to pay a portion of the fee – please discuss this option with us in confidence if required. If parents choose to opt out of the consumables fee altogether, we do ask them to supply their own nappies and wipes.

In addition, we have also introduced a voluntary snack contribution for those who do not pay the consumables fee. 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 rising additional costs.

7.0 Additional points to note

- If your child attends a morning, afternoon or all-day session, a healthy snack will be provided at 10.30 am and 2.30pm. If they stay all day, then parents are asked to provide a healthy and nutritious packed lunch. Children will eat lunch together at 12.30.
- 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.
- Parents do not have the right to a funded place at a provider; they have the right to a funded place in their LEA.
- We are flexible about attendance patterns to accommodate the needs of individual children and families. Please however, be aware of Buckinghamshire Council attendance requirements. We are audited by Buckinghamshire Council 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 Buckinghamshire Council. As a group, we will monitor repeated absences.
- We will monitor admissions to ensure that our intake is representative of social diversity.

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- As an Ofsted registered early years provider, we are legally bound to meet the requirements of the Ofsted regulations, and the Early Years Foundation Stage Framework published by the Department for Education.

This policy was reviewed by:	The Manager	Signed
On:	Date: 19 January 2026	VE Evans
Date of next review:	Date: 19 January 2027	