

**Plus Three Nurseries Ltd**  
**Company Number: 10861701**

**Administration Office**  
**Principal - Mrs. Suzanne Butler**

(please contact this office to arrange a viewing of any one of the nurseries)  
Hope House, 21c Balliol Way, Owlsmoor, Sandhurst GU47 0QN  
Mobile: 07970 030769 Email: [plusthreenursery@aol.com](mailto:plusthreenursery@aol.com)  
Website: [www.plusthreenurseries.com](http://www.plusthreenurseries.com)

**Plus Three Nursery at Farley Wood**  
The Farley Wood Centre, Turnpike Road, Binfield, RG42 1FW



# PROSPECTUS



Dear Parents & Carers,

Thank you for your interest in Plus Three Nurseries Ltd at Farley Wood, the Prospectus and Registration form of which is attached.

We recommend you visit the nursery before registering your child for a place but this is not mandatory. You may choose to register your child now and visit at a later date. New places at the nursery will be offered strictly in accordance with our **ADMISSIONS AND ADDITIONAL SESSIONS POLICY**, a copy of which is enclosed for your convenience.

When you wish to visit the nursery, please telephone me to arrange an appointment. When visiting, the Nursery Manager will spend some time talking with you, and possibly other parents, and you will have an opportunity to have a good look around the nursery. You are welcome to bring your child with you to the visit.

If you work, you could get extra tax credits to help with your childcare costs. For information visit the HM Revenue & Customs website –

<http://www.hmrc.gov.uk/taxcredits/start/who-qualifies/children/index.htm>

Funding for 2 year old children, subject to certain criteria, is available from the local Education Authority, Bracknell Forest Borough Council. To check your eligibility please contact Danielle Jones, Two Year Old funding Officer on Tel: 07876 450835 or access [www.bracknell-forest.gov.uk](http://www.bracknell-forest.gov.uk) to make an application.

Yours sincerely,

*Sue Butler*

Principal



**PLUS THREE** nursery at Farley Wood is a small privately owned nursery in the heart of the community of Binfield. Plus Three Nurseries Ltd has been long established since 1985.

We believe that children need to be and benefit from being treated as individuals. Children become sociable at a very early age and by two years old are usually ready to build relationships, play and learn with other young children and with some adults outside their immediate family circle. Plus Three Nurseries Ltd will encourage and build upon this social development in order that the child can make a smooth transition into full time primary education.

**OUR AIM** is to provide an environment where learning is fun and a challenge to the inquisitive and active young child. Children are taught individually and in small groups to develop their own intellectual, creative, physical and social abilities through stimulation within the classroom and outside.

Each week we plan our activities based on the children's interests and on observations made on the individual child. The aim of this method is to continually plan for the individual child's next steps of development and learning, based on the three prime areas and then four further specific areas of the Early Years Foundation Stage of education

**Prime Areas** – Communication & Language, Physical Development and Personal, Social & Emotional Development.

**Specific Areas** – Literacy, Mathematics, Understanding of the World and Expressive Arts & Design.

**PLUS THREE NURSERIES** are registered with OFSTED for the care of children aged two years to five years; and are on the voluntary and compulsory part of The Childcare Register. We have highly qualified and experienced members of staff in each of our Nurseries and work with high staff to children ratios. We have a highly qualified staff team including an early years teacher.

The nursery operates Monday-Friday 9.30am-3.30pm term-time only. The nursery academic year is divided into three terms, each with a one-week half term break.

Plus Three Nurseries Ltd accepts Universal, Targeted and Working Families Government funding with NO additional fee charges. A ***VOLUNTARY consumables/enhancements charge of £1.50 per morning session and £1.50 per afternoon session is appreciated for all government funded children with the exception of children in receipt of targeted funding or Early Years Pupil Premium. Parents/carers wishing to opt out of this charge can do so and will be required to provide a snack for their child each session, in addition you will be provided with a list of consumables which you will need to provide for your child each term, to be provided on/before the first day of term.***

**The nursery offers FREE soft play to promote children's physical development and FREE toddler yoga to support young children's well-being. We also offer 'Playball' on a Monday morning and 'Aldance themed dance classes' on a Tuesday morning as extra-curriculum activities. These activities are chargeable.**

From the term after a child's third birthday, all children are entitled to fifteen hours of nursery education each week for 38 weeks in the year. This is called Universal funding. This is extended to 30 hours for working families meeting criteria. Two-year-old children may be entitled to a funded place if they have a household income less than £16,190, this can be applied for at [www.bracknell-forest.gov.uk](http://www.bracknell-forest.gov.uk).

**From 1st September 2025 all working families of children aged nine months will be entitled 30 hours of funded nursery education, subject to meeting criteria. This can be applied for at [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk).**

The Local Education Authority reimburses Plus Three Nurseries Ltd at a fixed rate for the nursery sessions taken up.

A copy of the current term dates and fees is available. **Fees are payable in advance at the beginning of each term.** The fees structure is reviewed annually and adjusted every April.

Six weeks' notice is required before the removal of a child; or six weeks fees are payable in lieu of notice except during a child's first two weeks at the nursery (deemed to be a settling in period). The notice period does not include holiday periods when the nursery is closed.

To place a child's name on the waiting list, a registration fee of £35 is payable (non-refundable) with the Registration Form. A registration/deposit fee is not payable if your child will solely be attended funded hours.

Home visits are available upon request.



## **POLICY EXTRACTS**

Extracts from our POLICY STATEMENTS that can be found in our Policies and Procedures File, which is available for inspection at each of the Nurseries -

### **CHILDREN'S SOCIAL BEHAVIOUR**

Children are expected to act with consideration towards other members of the Nursery.

### **HEALTH AND HYGIENE**

The Nursery will observe the Exclusion Periods for children suffering from communicable diseases as recommended by the Department of Health. Parents are expected to notify the Nursery if their child has been infected.

Children with diarrhoea, vomiting or a high temperature must not be brought to Nursery until a clear period of 48 hours has elapsed.

### **STAFF CONFIDENTIALITY**

All personal information concerning a child or family will be treated in the strictest confidence.

### **SPECIAL EDUCATIONAL NEEDS**

We encourage and use a multi-disciplinary approach to working with children with special educational needs. We will work in partnership with parents and specialist agencies in the best interests of the child.

We seek to identify children's individual needs early to ensure these are met by the provision of appropriate learning opportunities.

### **EQUAL OPPORTUNITIES FOR CHILDREN**

The Nursery accepts all children regardless of their gender, race, colour, religious beliefs, ethnic or national status, cultural background, or family status. We aim to create a positive self-image in all children and any manifestations of prejudice, however or wherever directed, will be dealt with positively.

### **SAFEGUARDING**

The protection of children from abuse or neglect is our first priority. All staff are level one trained in Safeguarding children and comply with local safeguarding procedures, approved by the Local Safeguarding Board. All management are trained in Safeguarding to level two and refresh their qualification every three years.

### **PHOTOGRAPHY**

Photographs are a valuable tool for recording and assessing children's activities and achievements at Plus Three Nurseries. Photographs will only be taken with your consent and with a Polaroid camera by staff that hold an Enhanced Criminal Records Bureau Disclosure. Staff, parents and visitors are not permitted to use their personal mobile phones in nursery or take digital images.



## **PLUS THREE NURSERIES' POLICY FOR Admissions and additional sessions**

Children are accepted into the Nursery from the age of 18 months.

1. Parents may register their child on the waiting list of one of the nurseries at any time. Parents will receive confirmation in writing of their child's registration number which is used as a basis of allocating places. The registration number will be based upon the date when a child is initially registered.
2. Available spaces in any one of the nurseries will be allocated at least half a term in advance using the following criteria:-
  - 1<sup>st</sup> To extend the number of sessions for children already attending the nursery where requested by their parents. If available spaces are limited older children will be given a priority.

**In categories 2 to 6 below, priority will be given to children living in the area the community hall normally serves, which is:-**

***for Farley Wood – Binfield Parish south of London Road  
+ Popeswood***

***for Martin's Heron – the estates known as Martin's Heron  
and The Warren***

***for Newell Green – Warfield Parish.***

**If available spaces are limited, the child's registration number will be used to determine an order of priority in any of the categories below.**

- 2<sup>nd</sup> Intake of children with older siblings attending the Nursery to ensure they attend the same sessions.
- 3<sup>rd</sup> Intake of children cared for by a Registered childminder or family member who already brings other children to the nursery to ensure they all attend the same sessions.
- 4<sup>th</sup> Intake of children whose older siblings previously attended the Nursery.
- 5<sup>th</sup> Intake of children living or cared for by a Registered childminder or family member in the area that the community hall normally serves.
- 6<sup>th</sup> All other registered applicants.



## PLUS THREE NURSERIES' POLICY FOR Complaints

**If parents or carers have concerns relating to the nursery and its staff we positively encourage them to let us know so that the matter can be addressed to their satisfaction.**

1. Parents and/or carers can approach their child's key person and express their concern verbally and, in the majority of cases, the matter can be resolved immediately and satisfactorily.
2. If the key person is unable to resolve the matter, she will refer the Parent or Carer to the Nursery Manager who, in the majority of cases, will resolve the matter immediately and satisfactorily.
3. If the Nursery Manager is unable to resolve the matter, she will contact the Principal for advice, and either the Nursery Manager or the Principal will respond verbally within two working days.
4. If the Parent or Carer is not satisfied with the response from the Nursery Manager they may formally complain to the Principal:

Mrs. Suzanne Butler, Principal,  
Plus Three Nurseries,  
Hope House, 21c Balliol Way, Owlsmoor, Sandhurst GU47 0QN  
Mobile: 07970 030769 Email: [plusthreenursery@aol.com](mailto:plusthreenursery@aol.com)

5. All complaints made will be fully investigated within a period of 28 days and a record kept of the complaint, its investigation and outcome.
6. Any person may at any time, in any form, complain to the LEA Early Years and Childcare Department and/or Ofsted whose details are as follows:-

Cherry Hall,	Early Years
Early Years and Childcare	OFSTED
Manager,	Complaints Team
Bracknell Forest Borough	Piccadilly Gate
Council,	Store Street
Time Square, Market Street	Manchester
Bracknell RG12 1JD	M1 2WD
Telephone 01344 354024	Telephone 0300
	1231231

7. Appropriate information from complaints will be available for inspection on request by parents.
8. All complaints documentation will be kept accessible for inspection by Ofsted.

revised 21/11/19





## FEES and TERM DATES from APRIL 2025

Three- and four-year-old children are eligible for Early Education Funding for up to 15/30 hours per week for 38 weeks each year which can be shared between two providers of nursery education. If your household income is less than £16,190, some children may be entitled to targeted 2-year-old funding for up to 15 hours per week. From 1st September 2025, children aged over 9 months of working families are eligible for up to 30 hours, Early Education Funding subject to meeting criteria and availability.

**UNIVERSAL EARLY EDUCATION IS FUNDED BY THE GOVERNMENT** when a child reaches the age of three –  
between 1st January and 31st March - FUNDED from the following Summer Term  
between 1st April and 31st August - FUNDED from the following Autumn Term  
between 1st September and 31st December - FUNDED from the following Spring Term

**Entitlement funding may be used for any of the hours we offer and without additional charge.**

A contribution of 50p per session is requested to enhance our children's snack menu. This amount is **VOLUNTARY** and parents are able to provide their own healthy snack should they not wish to contribute.

### Nursery times –

Morning session 9.30 am to 12.30 pm      Lunch club 12.30 pm to 1 pm

Afternoon session (Farley Wood ) 12.30 pm – 3.30 pm – Monday - Friday

Afternoon session (Martins Heron) 12.30 pm – 3.30 pm – Monday, Tuesday, Wednesday & Friday

**Fees** for unfunded children or hours more than those funded:      £8.75    per hour

**Registration Fee (Non-refundable)** for a place on the waiting list for unfunded children and those purchasing additional hours - £35.00

**Farley Wood – Optional themed dance class offered on a Tuesday**

**morning 10.45am – 11.15am - £6.85 per lesson.**

**Optional themed Playball classes offered on a Monday morning - £6.50 per lesson.**

**Martins Heron – Optional themed dance class offered on a Thursday**

**morning 10.45am – 11.15am - £6.85 per lesson.**

A full half term's notice is required before the removal of a child or a full half term's fee will be payable in lieu of notice.

Fees are payable termly in advance, by the end of the first week of attendance in any one term.

Late payment of fees will incur a handling charge of £2.50 per day.

### Term dates -

#### **Autumn Term 2024**

Thursday, 5 September to Friday, 20 December

*Half term - week commencing Monday, 28 October*

#### **Spring Term 2025**

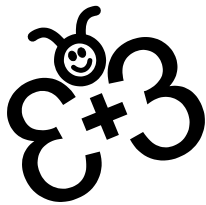
Wednesday, 8 January to Friday, 4 April

*Half term - week commencing Monday, 17 February*

#### **Summer Term 2025**

Wednesday, 23 April to Wednesday, 23 July

*Half term - week commencing Monday, 26 May*



## **Key benefits of our nursery at Farley Wood**

- ❖ We have a highly motivated and highly qualified staff team who provide excellent care on an individual and inclusive basis. All our staff regularly access training to update and further their skills.
- ❖ Our Deputy Manager holds a Batchelor of Arts in Children's Learning & Development and we have a Qualified Early Years Teacher.
- ❖ All staff hold a Paediatric First Aid Certificate.
- ❖ We were rated a high GOOD in our last Ofsted inspection in February 2020.
- ❖ **We have a newly built and secure outside play area.**
- ❖ **We offer soft play to promote children's physical development.**
- ❖ **We offer 'Aldance' themed music classes and 'Playball' as extra curriculum activities.**
- ❖ **FREE Toddler Yoga sessions to support children's well-being.**
- ❖ Our aim is 'Learning is Fun', first and foremost we want children to enjoy their learning experiences in a caring and nurturing environment.
- ❖ We have a large car park area allowing ample space for drop off and collection.
- ❖ Each child is treated as an individual and we plan activities according to each of their individual needs.
- ❖ The nursery has the use of a large playing field, play park and wooded area, these are all used for our activities alongside the free flow patio which is securely fenced.
- ❖ Our activities include nature walks, a library book scheme and stay and play sessions for parents and families throughout the year. We offer extra-curricular activities, including an annual summer outing, local day trips and a sports stay and play.
- ❖ We hold termly parents' meetings where parents and carers can meet with their child's Key Person to discuss their child's progress and development and plan in partnership for your child's next steps of learning.
- ❖ We have an open-door policy allowing parents and carers to visit at any time during the nursery session. We provide opportunities for parents and carers to take part in activities in the nursery and to help with outings and fundraising.
- ❖ We hold a gold award for healthy eating and 5\* for environmental health. Snacks are prepared freshly every day; we encourage the children to learn about healthy food and its benefits.