



Alphabet City Day Nursery - Highfields Prospectus

Alphabet City Day Nursery - Highfields is a privately owned day nursery on the grounds of a large Victorian house. We have our own car park for parent use and off-street parking for our parents to drop off and pick up their children.

The nursery has received another 'Good' rating by Ofsted in 2025, with comments from the Ofsted inspector stating, "The nursery stands out for its warm, welcoming and homely environment. Staff know the children well, which helps them to support their individual needs. Staff create a safe and supportive space where children feel valued and respected. They ensure that all children, regardless of any additional needs or individual challenges, receive the necessary support" Ofsted report:

<https://files.ofsted.gov.uk/v1/file/50279071>

The nursery is set in a peaceful, secluded surroundings away from main roads and busy traffic but is less than a five-minute walk from Basingstoke town centre, train, and bus station.

The nursery is open from 8am through to 6pm every day from Monday to Friday. The Nursery closes on Bank Holidays and for the week between Christmas and New Year with fees charged as normal.

Alphabet City has a large enclosed outside play area where the children can let off steam come rain or shine! We have a large outside play area with, Construction area with sandpit, Mud Kitchen with table and chairs, Castle, Obstacle course, swings for the children to express all their different levels of energy.

All rooms have their own private sheltered and fenced garden area, where they can free flow in and out, these areas have lots of resources for the children to play with from walkers, bikes, scooters, water/ sand trays and much more.

The Baby Room for babies of 3 to 15/19 months

Each baby has a key person who keeps you informed with your child's progress daily through daily diaries and ongoing progress reports.

The children are kept busy with activities such as painting, water, sand and spaghetti play, music and singing! Learning is based on the Early Years Foundation Stage framework, which is to support children throughout their nursery years. Young children are cared for in a very loving and homely environment,

Prior to joining, we carefully obtain details of the babies' feeding and sleeping routines, which are documented daily as well as keeping progress charts on crawling, walking, talking etc. We liaise with parents during the weaning stages. The parents supply all essential baby provisions. Each baby has their own box where spare provisions such as clothes, nappies, wipes are kept.

The Wobbler 15 to 24 months

Each Wobbler child also has a similar experience as baby room, Each Wobbler child has a key person who keeps you informed with your child's progress daily through daily diaries and ongoing progress reports.

They are kept busy and given a little more structure with activities such as painting, water, sand and spaghetti play, music and singing! Learning is based on the Early Years Foundation Stage framework, which is to support children throughout their nursery years. Young children are cared for in a very loving and homely environment.

Toddler Room 24 to 36 months

We offer a more structured day for this age group with activities including imaginative play, themed art activities, outdoor play and early numeracy and writing learnt through singing, music and word and numbers recognition. Each child's work is kept safe in their own drawer where parents will be able to view their child's work or take it home.

The children's key person keeps development reports up to date and potty training will be introduced. Children who still require a nap will be able to do so as and when required, as we supply comfy mattresses and bedding for each child.

The Pre-School Room for 3 to 5 years of age

Our activities are focused on the Early Years Foundation Stage, forming our curriculum. Our objective is essentially to prepare your child for full time education. The school room is where we do small group activities for example listening games, news time, phonics (letters and how they sound) and numeracy. We follow children's interests and celebrate children for using a 'can do' attitude in their learning. We also have activities that we place great emphasis on. We hold daily singing music/movement sessions and the children are encouraged to enjoy books.

We encourage our children to talk to their parents on the way home about what they did during the day.

Our Curriculum

The Early Years Foundation Stage (EYFS) is introduced throughout the nursery, which has long, medium and short-term goals for the children to achieve throughout their stay at nursery, which will follow them on to school. We ask parents to let us know their children's interest and hobbies etc which we will continue to help develop them further.

There are seven main areas of learning 3 prime and 4 specific:

- Communication and Language
- Personal, Social and Emotional development
- Physical development
- Literacy
- Mathematics
- Expressive arts and design
- Understanding of the World

They also observe the children daily to help the child achieve to their full potential which you can see on your child's own Tapestry account.



Tapestry builds a very special record of a child's experiences, development and learning journey through their early year's journey. Using photos and video entries. The Tapestry platform then works seamlessly to enable these memories to be kept as a permanent record of each child's unique journey. All information held in the platform is stored securely and can be downloaded and shared as required. Parents or carers are able to view their child's progress, the activities provided for

them, and how much fun they're having, whilst also uploading their own comments and media.

The communication between staff and parents that Tapestry enables, helps build a shared understanding of how every child can reach their full potential, from birth to the end of their Early Years journey. The Tapestry online learning journal is also available as an easy-to-use, secure app, meaning capturing key learning moments, and videoing milestones are even easier.

Nursery Staff encourage the children to be confident, independent and develop their self-esteem. Our staffs help children to learn what is right and wrong. Children are given the opportunity to be active indoors and out, as well as time to relax and maybe have a little sleep.

Alphabet City – Highfields staff are trained in the curriculum of the EYFS, the manager and nursery staff design and oversee the curriculum for all age groups. From the baby room through to the pre-school room, the Nursery is committed to ensuring that all our children go on to school secure, confident, and happy, with their educational fundamentals firmly in place.

Our Policies and Procedures

To ensure the nursery runs safely, smoothly, and efficiently we have policies and procedures for staff to follow. For your general information some are listed below

Equal Opportunities

The nursery is dedicated to a policy of equal opportunity. We recognise that equal opportunity and worth is very important and that we are committed to ensuring access for all to our nursery whether it is for childcare or for a job.

All children will be encouraged to express themselves in all aspects of play and encouraged to learn to work together cooperatively and constructively.

Special Needs

Alphabet City welcomes all children and families irrespective of their needs. We will provide an appropriate learning environment valuing all abilities and maximising each child's potential.

Sickness and Medication

Medicines are stored in their original containers, clearly labelled and inaccessible to children. Medicines are not usually administered unless a doctor has prescribed them for that child. The parent gives prior written permission to administer any medication.

Written records are kept of all medicines administered to children, and parents sign the record book to acknowledge the entry. There is a policy about the exclusion of children who are ill or infectious which is discussed with parents. This includes a procedure for contacting parents or another adult designated by the parent if a child becomes ill whilst in our care.

Security

Security at Alphabet City Day Nursery is paramount. The Nursery has secure entrances, and all visitors and parents must ring a bell for access. We operate a password system for third party collection and all children must be signed in and out. The main entrance to the nursery is always locked. In addition, the doors to each room are always locked but are equipped with fire exits to ensure the safety of children and staff. We pride ourselves in the knowledge that we offer our children a secure caring environment that is second to none. This is constantly reinforced by the feedback we receive from our parents.

Our Staff

The vetting procedure for nursery nurse employment is strict and includes Police checks (DBS). 95% of our team are qualified to NNEB/NVQ level 3. Alphabet City operates a continuous in-house training program to improve the quality of care offered to our team, the manager has qualified to Level 4 in Children's Development and Learning Management and the owner has a qualified teacher status as an Early Years Professional.

Staff Ratios

Alphabet City Day Nursery works to a high ratio of staff to children to ensure your child has a high level of care. The ratios differ according to the age group of children:

- Under 2 years old: 1 adult to 3 children
- 2 to 3 years old: 1 adult to 4 children
- 3 years: 1 adult to 8 children.

First Aid

There is a first aid box complying with the health and safety (First Aid) regulations 1981, the contents of which are checked frequently and replaced. This is kept in an accessible place out of the reach of children. The nursery team our all qualified first aiders.

Outside Agencies

We currently have 'Grow Active' 'Curveball' and 'Little sporty stars' that come in every Monday, Wednesday & Thursday. This is a fun, fitness & nutritional programme for children from 18 months to five years, they teach all about the benefits of regular exercise, health, and nutrition. Through the development of their specialised games, they can help the children to enhance skills such as colour recognition, numeracy, cognitive movement and hand-eye co-ordination.

Menu

Our menus are carefully planned to ensure that the children are offered a variety of foods to create a well-balanced diet in line with national Healthy Eating Standards. Food allergies and dietary preferences are catered for by the experienced nursery cook..Fresh water is always available to the children and no squash is served.

Breakfast is a choice of healthy cereals with warm or cold milk.

A mid-morning snack is fresh fruit or breadsticks.

Lunch is always a balanced hot meal which is prepared from scratch each day from fresh ingredients by our experienced nursery cook.

Mid-afternoon tea again is fresh and balanced and designed to encourage all the children to try new foods together.

Our kitchen, food and nursery cook has been awarded with a '5' Food Hygiene Rating from the Food Standard Agency by Basingstoke and Deane.

Please see the website <https://ratings.food.gov.uk/business/22041/alphabet-city-day-nursery-basingstoke> for more information on our excellent award.



A Sample menu for lunch and tea-time:

Nursery Lunch Menu

Autumn/ Winter 12pm

	Week 1	Week 2	Week 3	Week 4
	Monday	Monday	Monday	Monday
Main	Beef and Bean Hotpot.	Tuna Pasta Bake with Sweetcorn.	Macaroni cheese and Green Beans.	Sausages with Mash Potatoes and Peas.
Allergens	Sulphur Dioxide and Gluten	Fish, Milk and Gluten	Gluten and Milk	Milk, Gluten and Soya
Pudding	Banana's with Warm Custard.	Fresh Fruit Salad.	Homemade Apple Shortbread Slices.	Banana Split.
Allergens	Milk		Gluten	Milk

Nursery Tea Menu

Autumn/ Winter 4pm

	Week 1	Week 2	Week 3	Week 4
	Monday	Monday	Monday	Monday
Main	Spaghetti Hoops on Crumpets.	Jacket Potato with Baked Beans.	Homemade Chicken and Cauliflower Curry with Naan Bread	Minestrone Soup with a Butter Wholemeal Bread Roll.
Allergens	Gluten.		Gluten and Milk.	Egg, Celery and Gluten.

*All special dietary requirements will be catered for.

Vegetarian options:	Quorn	Lentils	Vegetables
Allergens:	Wheat and Lupin		

Nursery Fees and Funding

Session Rates	All Age groups
3 Day Rate	£85
4 Day Rate	£80
5 Day Rate	£75
Day Rate (adhoc)	£85
Half Day (adhoc)	£50

Funding

We are pleased to inform you that we offer Government-funded hours for children aged 9 months and above. Starting from September 2025, we will also provide extended hours funding for all eligible children within the same age group. Please note that eligibility begins the term after your child's birthday, and we only offer the stretched option. We encourage you to visit the Childcare Choices website to explore your funding options and how to apply (<https://www.childcarechoices.gov.uk>).

If eligible you will receive 570 or 1140 annual Stretched funding hours: -

- 51 weeks with 22 or 11 hrs
- 1 week with 18 or 9 hrs.

Please note for Eligibility:

- For children 9 months to 3 years, funding is only available for eligible children so will either receive 22 hrs or no funding.
- Children aged 3 and over will continue to receive universal and extended funding so you will receive 22 or 11 hrs of stretched funding.

Snacks and Consumables

The fees cover a comprehensive range of services, including breakfast, healthy morning and afternoon snacks, a hot lunch, and afternoon tea. Additionally, they encompass extra-curricular activities such as baking and yoga, along with craft supplies, cleaning supplies, sun cream, and organized trips.

As Government funding does not cover the cost of these meals and consumables, we apply a charge for 3-year-olds attending 3 or 4 days a week. Note: this charge does **not** currently apply to 3-year-olds attending full-time 5 days a week or to any other age group as the company will absorb the cost.

Closure days

Our nursery remains open year-round to accommodate the needs of working families, with the exception of Christmas week and bank holidays. Fees are reviewed annually, considering planned closure days. Please note that charges will remain the same regardless of your child's holidays or sickness or unexplained events.

Fees Illustration: Weekly costs with stretched funding what you pay:

9 Mths to 2 Years

Weekly	9 Mths to 2 Yrs No Funding	9 Mths to 2 Yrs 22hrs Funding
3 Days	£255.00	£68.00
4 Days	£320.00	£144.00
5 Days	£375.00	£210.00

2-3 Years

Weekly	2-3 Years No Funding	2-3 Years 22hrs Funding
3 Days	£255.00	£68.00
4 Days	£320.00	£144.00
5 Days	£375.00	£210.00

3 Years Plus

Weekly	3 Years Plus 22hrs Funding	3 Years Plus 11hrs Funding
3 Days	£112.00	£161.50
4 Days	£177.00	£232.00
5 Days	£210.00	£292.50

Nursery charges are for a full hour and any late collections will incur £10 charge for every 10 minutes late.

Fees are reviewed annually. Please review the website for current fees.

There is a **minimum of 3 days per week** required at the nursery. Priority will be given to children who wish to attend more.

Alphabet City – Highfields will take as much care as possible to ensure the security of the belongings of children but overall accepts no responsibility for the loss or damage.

For more information, please have a look at our website:

www.alphabet-city.co.uk

For all enquiries, please feel free to contact me by:

Phone: Emma Agozzino Nursery Manager on **01256 3220**

or Email: emma@alphabet-city.co.uk

Alphabet City Day Nursery – Highfields URN: EY350884

Alphabet City Day Nursery Ltd, Highfield, Sherborne Road, Basingstoke,
Hampshire, RG21 5TG

Data Protection Standard

We will only use your personal information in relation to our childcare service.
We will only keep your information so you can receive important updates about our nursery. We will
keep your information secure and will never share it except if required to do so by law.
By ticking this box, you are consenting to us continuing to hold and processing your data and
sending you information from Alphabet City Day Nursery Ltd.

Signed: _____ Parent Name: _____

Dated: _____

Application Form

Child's Full Name:				
Date of Birth / Due Date:				
Gender (If known):				
Home Address:				
				Postcode:
Daytime Contact Number:				
Parent/ Carer Name:				
Email address:				
Required Starting Date:				
Days Required for my child: (please insert below)				
Monday	Tuesday	Wednesday	Thursday	Friday

I would like to register my child at Alphabet City Day Nursey. Once this request has been confirmed I will make a £90 non-refundable payment for 5 settling-in sessions. I acknowledge that the agreed start date may only be extended by up to two weeks, subject to availability.

Account name: **Alphabet City Day Nursery Ltd**
Account number: **61908060** Sort Code: **30-90-53**

Office only: _____

Signed: _____

Date Application Received: _____

Date: _____

Deposit received: YES/ NO