



Prospectus

Welcome

Alphabet City Falconhurst operates from a charming Victorian House conveniently located a few minutes from the town centre. Our Falconhurst setting opened in April 2014, with our first OFSTED inspection in August 2016 for which we were graded OUTSTANDING. The Team continuously reflect and adapt on practice using training and the most up to date information to strive to be the very best. There is always room to learn in this ever changing world.

At Alphabet City Falconhurst we take pride in offering families a home from home experience with family values at the core of everything. We offer a homely environment with a holistic view on supporting children's development. There is a love for the outdoors creating inspirational, stimulating, hands on experiences to enable children to explore and find out more about their environment. We follow children's interests and celebrate children for using a 'can do' attitude in their learning.

As each child progresses through Alphabet City Nursery our aim is to support them to be developmentally prepared to move to the next room in the setting with the ultimate intent that they are prepared for school.

Admissions and Fees

The Nursery is open Monday–Friday 8.00am–6.00pm 51 weeks of the year.
The Nursery closes on Bank Holidays and for the week between Christmas and New Year.

Alphabet City Falconhurst can take children between the age of 3 months to 5 years old. We provide 15 hours of funded childcare for 2 years olds in line with the Government Funding (if criteria are met and we have availability) as well as the 15 or 30 hours funded childcare for 3-4 year olds.

Parents can also apply for the Tax Free Childcare where you receive 20% back on any contributions made. More information you can visit <https://www.gov.uk/tax-free-childcare>

The Nursery runs a policy of 3 full days as minimum, meaning that all children must attend Nursery for a minimum of 3 days a week.

A family's place will be confirmed once a completed application form is returned to the Nursery and the deposit is paid. Once started, Nursery fees are invoiced a month in advance.



The Indoor Environment

Alphabet City Falconhurst has 4 different Base Rooms; Babies, Wobblers, Toddlers and Preschool. All of our Rooms foster a home from home feel, each with a Team who care for and nurture each of the children so that they can reach their full potential.

As each child progresses through the Base Rooms our curriculum supports them to be developmentally prepared for the next Base Room with the ultimate intent that they are prepared for school.

The Outdoors

Our Nursery Setting boasts a large garden for the children to access all year around therefore we ask all of our families to provide the children with suitable clothing for each season.

There's no such thing as bad weather if you have the right clothing!

The children have full use of the garden when they are out. This includes a range of activities both inspired and carried out by the children independently and activities provided and supported by the Team. Both suiting and supporting the children's developmental needs.

The Baby Room has its own fenced garden space to ensure the children's safety whilst exploring. The Toddler and Preschool Rooms are on the ground floor so have accesses to their own garden spaces throughout the day.



Our Pedagogy– how we do what we do

At Alphabet City we have an ethos of home from home and take pride in providing an environment that is inviting, warm, nurturing and inclusive for all children. This secure foundation encourages children to reach their full potential with the support of our practitioners who utilise a range of theories and educational methods.

Throughout Alphabet City's teaching and learning runs the thread of children's interests. We strongly believe that activities inspired by children and their interests are the best way for them to fully engage in the learning of new skills. Age appropriate opportunities to express self-directed activities allows for children to learn through trial and error in practical playful ways. Children engage in hands on experiences within nursery as well as in nature and the local community, supporting children's development holistically.

Our reactive teaching methods allow practitioners to respond to what children do and need at a particular moment letting practitioners judge when to scaffold learning and provide additional resources to support play. This enables Key Persons to support children's development promptly at meaningful moments of play.

Practitioners provide environments that offer a mix of open ended resources to ignite curiosity, alongside toys that are familiar from home in order to further develop their experiences. Practitioners scaffold children's development by building a bridge between a child's existing knowledge and new knowledge.

A Well Balanced Diet

All meals are covered in the cost of your fees, children are offered breakfast, snack, lunch with a pudding and tea. Water is available all day for the children and depending on the Room routine there may be milk given in the afternoon.

Breakfast is served by the Team in each Base Room every morning. Snack, lunch and tea are prepared on the day by our qualified chef, who is based in the on site kitchen.

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 chef for individual children as required.

All of the Team are Food Hygiene trained and Room Leaders have undergone Allergy Awareness training.

Week 1					
	Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast	Selection of healthy cereals Fresh fruit	Selection of healthy cereals Toast	Selection of healthy cereals Toast	Selection of healthy cereals Toast	Selection of healthy cereals Fresh fruit
Snack	Cheese and crackers	Fresh fruit	Fresh Fruit	Fresh Fruit	Rice cakes and Dairylea Cheese
	Milk or Water	Milk or Water	Milk or Water	Milk or Water	Milk or Water
Lunch	Chicken & vegetable stew with dumplings	Corned beef hash with potato top, mixed vegetables and gravy	Vegetable lasagne with garlic bread	Spaghetti bolognaise and sweetcorn	Fish, chips & peas
Pudding	Yoghurts	Winter berry crumble with custard	Carrot cake	Cranberry & pineapple sponge	Fruit pizza
Tea	Pea & mint soup with a roll	Cheese on toast with onion chutney & crudites	Chicken mayonnaise & lettuce wraps with crudites	A selection of sandwiches and crudites	Yorkshire puddings with beef and gravy

Fresh water will be available throughout the day.

For children in the Baby Room we ask that families provide any formula you child may be drinking so that the Team can make up fresh bottles when needed. We can also store expressed milk as long as it is stored and labelled appropriately by the family.

Once children start weaning we work with families as to how they would like to proceed. This may be Baby Lead weaning, staged purees or a combination. The Baby Room Team will support the children and families during this process.

Keeping active

As well as accessing the garden spaces each day there are plenty of opportunities for children to be active. Each Base Room has a Yogi Bear, someone who leads yoga sessions with the children.

Parents in our Toddler and Preschool Rooms can also sign up to GrowActive and Curveball sessions. These are outside groups that comes in to do structured exercise activities with the children. This is at an extra cost which is dealt with directly by the groups.



March						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
		1st St David's Day	2nd World Book Day	3rd	4th	5th
6th Purim	7th	8th International Women's Day	9th	10th	11th	12th
13th	14th	15th	16th Holi	17th Holi	18th	19th Mother's Day
20th	21st	22nd	23rd	24th St Patrick's	25th	26th
27th	28th					

Festivals and Celebration

At Alphabet City we love to celebrate important celebrations with our families and Team members.

Celebrating different events and festivals is embedded in the Nursery's curriculum to allow children to become more familiar with cultural norms outside of their own.

We encourage the Team and families to let us know of any festivals and celebrations they celebrate and how they do so. The Base Rooms can then link activities around these events to the children's development and learning.

Frequently Asked Questions

• Who will be looking after my child?

Each of our Base Rooms has a Room Leader who take charge of managing the Team in the Room and running the routine. Every member of the Team in the Rooms are responsible for caring for all of the children. Each child (and their family) has a Key Person allocated to them, they will be your first port of call when communicating with the Nursery about your child's development and wellbeing.

• What adult : child ratios does the Nursery work to?

Aged 0-2 years = 1:3

Aged 2-3 years = 1:4

Aged 3+ years = 1:8

When going out on walks / trips the ratio for all ages drops to 1:3.

• What do I need to bring to nursery for my child?

You will need to supply formula milk, nappies, wipes, nappy creams, teething gels / granules (depending on the age of your child). You will also need to bring in a bag with ample supply of spare clothes and suitable outdoor clothing for the weather.

• How will I know what my child has been doing at Nursery?

A written handover and verbal handover is given at the end of each day in the Baby, Wobbler and Toddler Rooms. This will let you know what your child has eaten, how long they have slept and a brief out line of what they have been doing. The handover in Preschool is only verbal.

The Team use tablets in each Room to take photos and videos of the children playing and learning throughout the week. This is then shared with each family using an App called Tapestry, you will get an upload of these photos and videos at the end of the week.

We are also at the end of the phone if you would like to check in while they are settling or if they have been unsettled at drop off. The Team may also call you if your child is not quite themselves or if an important bit of information needs relaying.

• Do I still pay for my child's space if we are away on holiday or if my child is off poorly?

Yes, fees are still payable a month in advance. No reduction in fees would be applied for holidays you go on.

• Can I swap the days my child attends Nursery?

No, when you register your child you are contracted to those days. We can offer 'ad-hoc' sessions on request if the space is available, this must be arranged with the Nursery Manager and is at their discretion. Ad-hoc days will be added to your invoice.

Families can request a permanent change of days, a calendar month notice is required for this change in contract. Any permanent change of days will be arranged by the Nursery Manager and will only be approved if there is availability on the days requested.

• What happens if my child is poorly?

If a child requires liquid paracetamol or if they are too unwell parents will be contacted by the Nursery Team to collect your child.

Some illnesses have exclusion periods outlined by the Government and are shared in the Nursery's policies.

• What length of notice do I need to give if we chose to leave the Nursery?

As in our parent contracts, you would need to give a calendar months notice when you are leaving.

• How often are Nursery fees reviewed?

Fees are reviewed annually and take in to effect in September of every year. Notice of any change in fees is communicated to parents in advance via email.

How to get in touch

If you have any other questions please don't hesitate to get in touch, there is no such thing as a silly question when it comes to the care of your child!

Today your show around will have been carried out by one of the Office Team, please feel free to email or call us if you have any questions.

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Lu (Luannsa)	Deputy Manager	luannsa@alphabet-city.co.uk

You can also give us a call on 01256 242490