



Prospectus

Welcome

Alphabet City Falconhurst and Hazeldene operate from two beautiful Victorian houses, just a few doors apart and only a short walk from the town centre. Together, they create a seamless early years journey – from a baby's very first days with us through to confident, school-ready preschoolers.

Falconhurst opened in April 2014 and is home to our youngest children, with dedicated **Baby, Wobbler, and Toddler Rooms** designed to nurture curiosity, confidence, and a sense of security. The environment offers a true *home-from-home* experience, where warmth, comfort, and family values are at the heart of everything we do. Our caring team supports each child's individual needs, building strong foundations for learning and development through play, exploration, and close relationships.

Hazeldene, which opened in November 2025, is where our **Preschool children** continue their Alphabet City journey. Here, the focus shifts to independence, imagination, and preparing children for school. Our preschool environment encourages children to follow their interests, develop their communication and problem-solving skills, and approach challenges with a positive 'can-do' attitude.

At both settings, our passionate and highly qualified team continually reflects on and adapts their practice, drawing on the latest training and early years research to ensure we provide the very best care and education. We value outdoor learning across both sites, offering inspiring, hands-on experiences that encourage children to explore and connect with the world around them within the local community.

As children progress through Alphabet City, our goal is to ensure they are supported every step of the way – growing in confidence, curiosity, and readiness for the next stage of their learning journey, right up to their transition to 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 & Hazeldene can take children between the age of 3 months to 5 years old.

We accept 22 hours of funded childcare for children over the age of aged 9 months in line with the Government Funding, and parents can also apply for the Tax Free Childcare where you receive 20% back on any contributions made.

Both schemes are dependant of families meeting the criteria set by the government and if we have availability. More information you can visit <https://www.gov.uk/tax-free-childcare> More information around funded hours and other government initiatives can be found at www.beststartinlife.gov.uk

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 registration fee for settling in sessions is paid.

Once families have started at Alphabet City, Nursery fees are invoiced via email a month in advance. Invoices are sent out at the start of the month with a 10 day payment window.

The Indoor Environment

At Alphabet City 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.

At Falconhurst we have our Baby Room located upstairs made up 3 separate rooms including a designated sleep room equipped with cots for our children under 12 months old. Downstairs we have our Wobbler and Toddlers Rooms either side of the hallway, both stretching the length of the building. All of Rooms are equipped with a combination of familiar toys children may find at home alongside more open-ended resources for the children to explore. All toys and resources are selected to be age appropriate supporting the children's development by offering challenge through meaningful play with the Team.

At Hazeldene we have a floor dedicated to our Preschool Room that supports the children from their transition from the Toddler Room through to saying goodbye as they go to school. All of the children's learning through Alphabet City is done through playful interactions, in our Preschool we have created a space where children can start to join in with school like group input sessions as part of their school readiness.

The Outdoors

At Alphabet City, we are proud to offer spacious, well-designed outdoor areas that children can enjoy all year round. We ask families to provide suitable clothing for every season so children can experience the joy of outdoor play – whatever the weather!

At Falconhurst the Baby Room has a safely enclosed area where our youngest children can explore with confidence. While our Wobbler and Toddler Rooms benefit from direct access to their own secure garden spaces so that they can enjoy free-flow access to their garden throughout the day. These areas provide plenty of opportunities for imaginative play, discovery, and physical development through both child-led and adult-supported activities. All three Rooms also have access to the Big Garden throughout the day where children take part in large scale physical play as they begin to self risk assess through their play while being supported by their familiar adults. The garden layouts allow for children of all ages to mix as they play allowing for children to learn from each other as well as the Team.

At Hazeldene, our Preschool children enjoy a purpose-built outdoor space with a soft-fall playground designed to inspire active, creative, and adventurous play. The environment encourages children to explore, develop new skills, and build confidence as they prepare for their transition to school.

We believe outdoor play is an essential part of early learning – helping children grow in curiosity, independence, and a lifelong love of the natural world.



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

Our proximity to town means that we are well situated to take the children on walks and outings around many different locations in the local area. Our most frequently visited locations are the library, market and the War Memorial Park. Our older children have annual trips to Proteus Creation Space to watch their Christmas show. Children of all ages will occasionally take public transport to places further ways when the Team are following their interests, such as taking the train to the bakery in Bramley when reading the Tigger Who Came to Tea to buy some "buns" to feed the Tigger.

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

While at Nursery children enjoy breakfast, snack, lunch with pudding, and tea, with water available throughout the day. As part of their afternoon routine in all of the Rooms, the Team will offer the children Milk Bar midafternoon.

Meals are freshly prepared on site by our qualified Chef at Falconhurst. Food is served directly to the Baby, Wobbler, and Toddler Rooms at Falconhurst, and delivered safely to Hazeldene for the Preschool children, where a small kitchen keeps meals warm and stored appropriately.

Menus are carefully planned to offer a well-balanced diet in line with national Healthy Eating standards. Food allergies and dietary preferences are catered for, and all Team Members are Food Hygiene trained with Room Leaders trained in Allergy Awareness.

In the Baby Room, families may provide formula as needed, and expressed breast milk can be stored if labelled correctly. The Team supports families during weaning, whether baby-led, purees, or a combination.

All meals are included in your fees and are included in your invoice.

Alphabet City Day Nursery Falconhurst Spring Menu – Week Two					
	Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast	Selection of healthy cereals	Selection of healthy cereals	Selection of healthy cereals	Selection of healthy cereals	Selection of healthy cereals
Allergens	G, D	G, D	G, D	G, D	G, D
	Milk or Water	Milk or Water	Milk or Water	Milk or Water	Milk or Water
Snack	Cucumber sticks & aioli	Crackers & salsa	Melba toast & cream cheese	Banana	Cheese twists & grapes
Allergens	E	G	G, D		G, D
Lunch	Roast sausages, vegies & mash with Yorkshires & gravy	Mediterranean veg ratatouille	Chilli with new potatoes & sweet corn	Fish & chips with peas & tomato sauce	Chicken curry with rice & naan bread
Allergens	G		G	G, F	G
Pudding	Banans & custard	Chef's choice of cake	Fruit pie & cream	Strawberry mouse & berries	Cookie & ice cream
Allergens	D	G, D	D	D	G, D
Milk Bar	Milk (D)	Milk (D)	Milk (D)	Milk (D)	Milk (D)
Tea	Cheese & tomato croissants	Fish finger sandwiches	Crackers, ham & cheese	Breaded chicken strips with homemade coleslaw	Hummus toastie
Allergens	G, D	G, F	G, D	G, D	G, SE
Side	Pepper & carrot sticks	Tomato sauce	Pickle & grapes	Tomato & cucumber	Cucumber
Allergens			G		

Fresh water will be available throughout the day

All allergy and preference meals will be prepared as needed accommodating individual children's needs.
GLUTEN – G, EGG – E, FISH – F, NUTS – N, PEANUTS – PN, SOYA – S, DAIRY – D, CELERY – CE, MUSTARD – M, SESAME – SE, SULPHITES – SU, LUPIN – L, SHELL FISH – SF (Crustaceans & Molluscs)
(V) Vegetarian, (VF) Vegan

Festivals and Celebration

At Alphabet City, we love to celebrate special occasions with our children, families, and Team Members. Celebrating a variety of events and festivals is embedded in our curriculum, helping children learn about cultural traditions beyond their own experiences and build their cultural capital – the knowledge, experiences, and understanding that enrich their learning and help prepare them for life.

May 2026						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
National Sun Awareness month	National Walking month			1	2	3
4 Deaf awareness week				8	9	10
NURSERY CLOSED						
11 Mental Health Awareness Week				15	16	17
18 International Museum Day			21 Shavuot	22	23	24
25 NURSERY CLOSED				29 National Insect Day	30	31
				Charity Coffee Morning - Cancer Research		

We encourage families and Team Members to share the festivals and celebrations that are important to them. Our Base Rooms then link activities to the children's development and learning, creating meaningful, engaging, and inclusive experiences. Through these celebrations, children gain a greater awareness of the world around them and develop respect, curiosity, and confidence in exploring new ideas and traditions.

Throughout the year the Nursery will host Stay & Plays and Coffee morning for different events. Examples of these include the School Leaver Coffee Morning, where parents of children leaving for school can catch up with families going to the same school, or Father's & Mother's Day Stay & Plays.

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 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. Children in the Toddler Room will also get a written handover until the age of 2years 9 months where their handover will be mostly verbal with written mealtime prompts on display in the Room. The written meal time prompts continue in to Preschool Room but stop for our school leaving children as part of our school readiness for parents.

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 your child is 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 paid for the upcoming month in advance. No reduction in fees will 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 a set 3 days per week. 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 Senior 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 due to a high temperature, the Team will contact you before giving liquid paracetamol to your child. If a child's temperature is persistently high or if they are too unwell to stay at Nursery parents will be contacted by the Team to collect your child.

Some illnesses have exclusion periods outlined by the Government and are shared in the Nursery's policies. These illnesses include (but are not limited to) chicken pox, vomiting and diarrhea,

• 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 (from the 1st of the month to the end of the month) when you are leaving.

• How often are Nursery fees reviewed?

Fees are reviewed annually. 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.

Emily (Em)	Senior Manager	Falconhurst & Hazeldene	emily@alphabet-city.co.uk
Bec	Nursery Manager	Falconhurst	bec@alphabet-city.co.uk
Luannsa (Lu)	Deputy Manager	Hazeldene	luannsa@alphabet-city.co.uk
Lauren	Third In Charge	Falconhurst	lauren@alphabet-city.co.uk

You can also give us a call on 01256 242490 (Falconhurst) / 01256 280725 (Hazeldene)

Thank you for visiting our Nursery today!
We look forward to hopefully hearing from you soon.